

HRT Radio Submission Policy

HRT LLC, Policy Regarding Music Submissions And Programmer Access

Special Note:

HRT Radio LLC only holds non-dramatic public performance licenses with ASCAP, BMI, and SESAC for musical work performance rights for their stations. Those who submit music for consideration must have registered their music with at least one of these organizations, or if not registered, they must hold the performance rights personally and grant HRT permission to broadcast their work. Additionally, since most of HRT's stations are streamed online, those submitting music must have registered their music with SoundExchange.

Here is a 10-step guideline for submitting music

- ☐ Check the station's submission policy: Before submitting your music, make sure you have read the station's submission policy and guidelines. This will help you understand the station's submission process, requirements, and preferences.
- ☐ Submit high-quality music: Make sure your music is of good quality and ready for airplay. The sound should be clear and free from background noise or distortion. It is also important to ensure that your music has been mixed and mastered professionally.
- ☐ Provide metadata: When submitting your music, ensure you provide accurate metadata such as the artist name, track title, genre, and year of release. This will make it easier for the station to categorize and organize your music.
- ☐ Submit in the right format: Ensure your music is submitted in the right format specified by the station. Most online radio stations prefer MP3 files with bitrates of 128 kbps or higher.
- ☐ Include an artist bio and press release: To help the station understand your music and promote it, include a brief artist bio and press release. This will give the station's DJs and listeners a better understanding of who you are as an artist and the inspiration behind your music.
- ☐ HRT radio stations' music choices and programming decisions are chosen on a non-discriminatory basis.
- ☐ The music you submit must be suitable for broadcast.
- ☐ Music submissions must be appropriately edited for transmission, removing any offensive, vulgar, indecent, or obscene language.
- ☐ Local stations choose the programming and musical genres played by HRT radio stations. Corporate playlists are not kept up-to-date by HRT. Music should therefore be sent directly to the district station for consideration. Items should be delivered to the station's main studio address or to the attention of the "Program Director, Station." You can find the mailing addresses for the studio on the website.

- ☐ **Follow up politely:** After submitting your music, follow up politely with the station to check on the status of your submission. Avoid spamming the station with multiple emails or calls. A polite and professional follow-up email after a reasonable amount of time has passed is usually appropriate.

Other things to consider

- Music submitted will not be returned.
- The following individuals at HRT Radio are responsible for selecting music for potential airing. They have allocated specific dates and times for dealing with artists and labels. We encourage artists and labels to respect these time slots. However, please note that our programmers may not be able to answer all calls or respond to all correspondence due to their busy schedules and conflicting demands, which may not align with the timelines that artists or labels require.

