

Traffic Scenarios- Scenario 6

You have sold a sports sponsorship to your client for 6 months. The package sold includes a sponsor tag followed by their commercial.

Are the following filled out correctly?

Correct Broadcast Order is being used. Should indicate on top right hand corner Revised October 2016		
Correct market is selected		
Client Address: Complete company full name, mailing address including postal code		
Complete contact information: full name, phone numbers and email addresses		
Line Of Business: what type of business?		
Start/End Dates		
Acct. Exec: sales reps name		
Campaign name: What is the campaign name – this will show up on all invoices		

Under Instructions section:

Run Dates (start of commercial run)		
# Wks: needs to be completed according to the broadcast calendar		
Number of # commercials indicated under which days of the week		
Times: Run times of the commercials		
Length – correct length for a commercial		
Drop down window has selection of types		
Occ: This will auto fill as long as #Wks column has a number in it and numbers under ‘days of the week’		
Package Billing or Spot Rate – one or the other needs to be indicated		

Under Details Of Billing and Other Instructions section:

If package billing – indicate details of billing.		
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My Broadcasting Corporation
"Ontario's Local
Broadcast Company"

Radio Broadcast Order

96.1 CHMY-FM - A Division of MBC

321B Raglan St. S., Box 961
Renfrew, Ontario
K7V 4H4

Tel: 613-432-myfm (6936)
Fax: 613-432-1086

Market
Renfrew

Order#:	aaa
Date:	11-Jan-2017

Revision	NO
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Client:	Client's Name	Contact:	Full Name	Start Date:	Feb 27/17
Address:	Street Address	Phone:	Phone Number	Expiry Date:	Aug 27/17
	Town, Province	Fax:	Fax Number	Acct. Exec:	REPS NAME
	Postal Code	Email:	email address		
Line of Business:	Type Of Business	Inv. Email:	where is the invoice going?		
New Client	NO	Detailed Billing	YES	Campaign:	
Prepayment Collected	NO	Co-Op	NO		Sport Sponsorship 7 am

Instructions	# Wks	M	T	W	T	F	S	S	Times	Length	Desc.	Occ.	Spot Rate	Pkg. Price	Total Amount
27-Feb	26	1	1	1	1	1			7am	:10	Sports Tag	130		3,600.00	3,600.00
27-Feb	26	1	1	1	1	1			7am	:30	Sprts Spnsr	130			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
										:30	Spot	0			-
											Total			Sub-Total	3,600.00
											260		13%	HST	468.00
														Total	4,068.00

Details of Billing and Other Instructions
Equal monthly billing starting in March 2017 (\$600/month).

Terms: Net 30

Co-op Script