



Friends of
Kootenay Lake
Stewardship Society

MUSIC SUBMISSION GUIDELINES

2020 Friends of Kootenay Lake Podcast Call-for Musicians

This document provides eligibility information and submission rules for musicians.

Selected candidates will have their music featured in the upcoming Friends of Kootenay Lake (FoKL) Podcast Series (intro and outro tracks).

Non-eligible submissions will not be considered.

We look forward to hearing from you!

For the Love of the Lake

SUBMIT YOUR MUSIC AND SUBMISSION FORM TO:

manager@friendsofkootenaylake.ca

QUESTIONS?

kayla@friendsofkootenaylake.ca

(250) 777-2744

THE PURPOSE OF THIS PODCAST

The goal of creating this podcast is to establish an informative and engaging hub for information sharing where listeners can learn about work being done in the Kootenay Lake area. This podcast is a community-based project that will utilize the collective knowledge of our community. Episodes feature local experts, historians, advocates, artists, cultural leaders, recreationalists, and storytellers in various fields.

Our vision for this podcast is to bring local communities together around our shared love and curiosity of Kootenay Lake. Kootenay Lake is a center piece of our community that holds immense cultural, spiritual, environmental and recreational value. It acts as an anchor for those who grew up here and draws in new community members. Throughout Friends of Kootenay Lake's years of operation, we have worked to educate lake residents on the importance of lake health and stewardship. Our region has a history of conservation and environmental advocacy which has created a culture of concerned citizens who want to see the lake thrive for future generations. We believe that on the ground stewardship action and environmental education is the best way to build upon this legacy and continue to promote sustainability in an increasingly uncertain future.

Creating this podcast allows our organization to reach more individuals all around the lake and offer free, accessible, year-round environmental education to those who want to become more informed. These interviews will be accompanied by pieces of music and art created by local artists, making this project a celebration of Kootenay Lake and those who live around it.

ELIGIBILITY

- Music must be released on an independent record label or self-released.
- Songs must be original (no cover songs).
- We ask that only musicians local to the Kootenay Lake region submit their music.

SUBJECT MATTER

- Preference will be given to songs that relate to water, nature, and most specifically, to Kootenay Lake.
- We invite musicians of all cultural backgrounds to submit.
- We are open to a variety of styles and genres.
- Instrumental music or music that has little lyrics have a wider range of uses within a podcast. For this reason, instrumental music is preferred.

FILE FORMAT

- Audio files must be submitted as one of the following file types:
 - MP3
 - WAV
 - M4A
 - MP4
- MP3 and WAV files are preferred.

PROHIBITED CONTENT

Friends of Kootenay Lake Stewardship Society will not consider submissions with any of the following profanities:

- Offensive language
- Swearing
- Racism
- Stereotyping
- Overly sexual content
- Divisive language of any kind

HOW TO FILL OUT THE SUBMISSION FORM

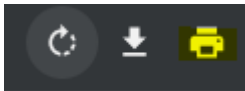
The submission form is located on our web page just below the link to this document.

[Music_Submission_Guidelines](#)
[Music_Submission_Form \(PDF\)](#)
[Music_Submission_Form_Fillable \(PDF\)](#)
[Music_Submission_Form \(Word Document\)](#)

Follow these steps to fill-out and submit the form:

Option 1: Print and Scan

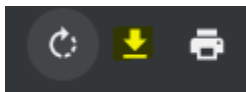
1. Click on one of the PDF submission forms and hit the print button at the top right corner of your browser



2. Fill out the form and sign by hand
3. Scan the form using a printer scanner OR take a clear photograph of the completed form (please only send a photograph of your submission form if all other options do not work for you)
4. Save the scanned copy to an appropriate location on your device
5. Email form and music to manager@friendsofkootenaylake.ca

Option 2: Fill out PDF digitally

1. Click the submission form and download the file, saving it to an appropriate location on your device



2. Download Adobe Acrobat Reader™ at the following link (FREE): <https://get2.adobe.com/reader/>
3. Once Adobe is downloaded, open the file using Adobe (right click on file, open with... Adobe Reader) OR open Adobe Reader and click file -> open -> and select the file in your file explorer.
4. On the right pane of Adobe, there is an option called "fill and sign". Click it. At the top pane, a bar will appear with an option that says "sign yourself" Click this option. Then, upload a photo

of your signature - Adobe will take the photo of your signature and make it insertable. You can save your signature in the program for easy signing of all online documents from here on out!

5. Save the file and email it with your music to manager@friendsofkootenaylake.ca

Option 3: Fill out the Microsoft Word Document

1. Download Microsoft Word™ if your device does not already come with it (most computers come with it preprogrammed)
2. Click on the “Music_Submission_Form (Word Document)” link on our webpage
3. Save the document to an appropriate location on your device
4. Open the form and fill it out
5. To insert your signature, go to the top pane -> insert -> picture -> browse for photo of your signature and insert it into the document
6. Save the document (you can click “Save as” and save it as a PDF if you would like)
7. Email the submission form with your music to manager@friendsofkootenaylake.ca

Feel free to reach out to us if you have any issues!

Sincerely,

The Friends of Kootenay Lake Team