



**Guidelines for submitting music to River Center Internet Radio**  
**We are working on setting up the station now. As soon as we have enough funding and music - we will launch !!**

Your music submissions must be written by you and/or your band, must be Louisiana residents, must be original music and lyrics, formatted properly, and must have good performance and sound quality. We are accepting ALL genres of music and the music will be played in genre specific groups at different times of the day or week.

**We will be a music gumbo - but organized.**

**Rappers - Absolutely NO pre-recorded backing tracks from Youtube.**

You must own your backing music tracks and also name the producer as a co-writer/or composer of the music by name and in Data Tags.

If you don't have written permission to use the music - don't submit the song.

**XXXplicit language/content/or political content will get your music rejected.**

**We are a public station and we will need to appeal to our broad listening audience AND our sponsors.**

**Music will be screened - so PLEASE Keep it clean !!**

**For your protection:**

- Artists and individual songs must be registered with [www.soundexchange.com](http://www.soundexchange.com)  
It's easy and FREE to sign up and register songs. Do this or you won't get paid.
- BMI or ASCAP membership is not required for internet radio/streaming.  
If you feel the need to sign up, ASCAP is cheaper. We can educate you about this.  
Call for info before you do it.
- Are your songs Copyright protected ? WTH not? You don't have to copyright but it protects your rights to your work. Poor man's copyright is worthless and does not protect your work - do not rely on this. If you need help copyrighting your tunes - go to <https://www.copyright.gov/> Or you can contact us for more info.

**You MUST follow these formatting guidelines to prepare your MP3's  
It's all IMPORTANT - so follow the guidelines closely.**

- Songs must be submitted as 192 kb MP3's and must include Meta data tags with Author Name, Song Title and Album Title. Album art is optional. Please tell us what genre you want the song included in.

To add tags - you can download a free version of Stamp ID3 Tag Editor at -  
[www.nch.com/au](http://www.nch.com/au)

If you're not sure about this - go to Youtube and learn how to add ID3 tags by using free software like MP3Tag from NCH.com - or you can also add tags in Windows Media Player, Audacity and others / some DAW software allows this.

Again - we can help you at The River Center - but try helping yourself first. Learn!

Finally - if you have CD's, you can drop them off to us at The River Center.

Otherwise you can drop by with your USB drive and we'll download your songs for review.

We will accept songs by email only through [www.wetransfer.com](http://www.wetransfer.com) this is a free file transfer service like Dropbox. **We will NOT accept Dropbox files.** Pick only your best songs

and **send no more than 3 songs per email.** Send to: [rivercentermusic@gmail.com](mailto:rivercentermusic@gmail.com)

**In your email - include a message saying: I am giving The River Center permission to play my music. Tell us your name and what City and Zip Code you are from.**

**Failure to follow the guidelines  
will get your music rejected !**

Drop off your music at:

The River Center

321 Desoto Street

Downtown - Alexandria, LA

Call us: 318-310-3400

Email using: [www.wetransfer.com](http://www.wetransfer.com) and send to: [rivercentermusic@gmail.com](mailto:rivercentermusic@gmail.com)

**If you'd like to contribute money to keep River Center Radio online - please go to [www.trcmusicandmedia.com](http://www.trcmusicandmedia.com) and make a monthly donation of \$5 or more.**

**PLEASE support us so we can support you and your music !!**