

MEMO TO: FILE

DATE: 1/15/24

Please note that broadcast invoices for WPST-FM (94.5) are generated at the beginning of each calendar month for the previous month's federal/state/local political candidate advertisements and national/state non-candidate issues advertisements.

The invoices will be uploaded to the station's political file once they are generated, usually by the fourth or fifth business day of the next month. For example, invoices for the month of September will typically be generated by October 4 or October 5, and then uploaded to the political file.

Also, broadcast invoices are generated according to a broadcast calendar for each month. For example, the broadcast calendar for February 2024 ends on February 25. Therefore, the invoices for February will not include the dates in February that are after February 25.

The broadcast calendar for 2024 follows this memo.

If you have any questions, please contact Annette Petriccione, WPST-FM public file director, at annette.petriccione@townsquaremedia.com or 1-800-388-6397.

Standard Billing Week Monday Through Sunday

Comparison of Billing Weeks	Billing Weeks	M	T	W	TH	F	S	S
Jan	1	1	2	3	4	5	6	7
	2	8	9	10	11	12	13	14
	$\frac{23}{5} \frac{24}{4}$	15	16	17	18	19	20	21
	3	22	23	24	25	26	27	28
Jan Feb	4	29	30	31	1	2	3	4
	5	5	6	7	8	9	10	11
	$\frac{23}{4} \frac{24}{4}$	12	13	14	15	16	17	18
	6	19	20	21	22	23	24	25
Feb Mar	7	26	27	28	29	1	2	3
	8	4	5	6	7	8	9	10
	$\frac{23}{4} \frac{24}{5}$	11	12	13	14	15	16	17
	9	18	19	20	21	22	23	24
Apr	10	25	26	27	28	29	30	31
	11	1	2	3	4	5	6	7
	$\frac{23}{5} \frac{24}{4}$	8	9	10	11	12	13	14
	12	15	16	17	18	19	20	21
Apr May	13	22	23	24	25	26	27	28
	14	29	30	1	2	3	4	5
	15	6	7	8	9	10	11	12
	$\frac{23}{4} \frac{24}{4}$	13	14	15	16	17	18	19
May Jun	16	20	21	22	23	24	25	26
	17	27	28	29	30	31	1	2
	18	3	4	5	6	7	8	9
	$\frac{23}{4} \frac{24}{5}$	10	11	12	13	14	15	16
Nov Dec	19	17	18	19	20	21	22	23
	20	24	25	26	27	28	29	30
	21	2	3	4	5	6	7	8
	22	9	10	11	12	13	14	15

Standard Billing Week Monday Through Sunday

Comparison of Billing Weeks	Billing Weeks	M	T	W	TH	F	S	S
Jul	27	1	2	3	4	5	6	7
	28	8	9	10	11	12	13	14
	$\frac{23}{5} \frac{24}{4}$	15	16	17	18	19	20	21
	29	22	23	24	25	26	27	28
Jul Aug	30	29	30	31	1	2	3	4
	31	5	6	7	8	9	10	11
	$\frac{23}{4} \frac{24}{4}$	12	13	14	15	16	17	18
	32	19	20	21	22	23	24	25
Aug Sep	33	26	27	28	29	30	31	1
	34	2	3	4	5	6	7	8
	$\frac{23}{4} \frac{24}{5}$	9	10	11	12	13	14	15
	35	16	17	18	19	20	21	22
Sep Oct	36	23	24	25	26	27	28	29
	37	30	1	2	3	4	5	6
	$\frac{23}{5} \frac{24}{4}$	7	8	9	10	11	12	13
	38	14	15	16	17	18	19	20
Oct Nov	39	21	22	23	24	25	26	27
	40	28	29	30	31	1	2	3
	41	4	5	6	7	8	9	10
	$\frac{23}{4} \frac{24}{4}$	11	12	13	14	15	16	17
Nov Dec	42	18	19	20	21	22	23	24
	43	25	26	27	28	29	30	1
	44	2	3	4	5	6	7	8
	$\frac{23}{5} \frac{24}{5}$	9	10	11	12	13	14	15
Nov Dec	45	16	17	18	19	20	21	22
	46	23	24	25	26	27	28	29
	47	2	3	4	5	6	7	8
	48	9	10	11	12	13	14	15