



GREAT.EASTERN.RADIO

April 26, 2021

**Filed in Each Station's Online
Public Inspection File**

Investigations & Hearing Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, DC 20554

**Re: Great Eastern Radio, LLC
WHDQ(FM), Claremont, New Hampshire
Facility Id. No. 17798
WTSV(AM), Claremont, New Hampshire
Facility Id. No. 17795
Response to EEO Audit Letter dated February 25, 2021**

Dear Sir or Madam:

Great Eastern Radio, LLC ("Great Eastern"), the licensee of FM Radio Broadcast Station WHDQ, Claremont, New Hampshire, Facility Id. No 17798 and AM Radio Broadcast Station WTSV, Claremont, New Hampshire, Facility Id. No. 17795 (the "Unit"), hereby submits this letter in response to the FCC's letter of February 25, 2021 requesting information on the Equal Employment Opportunity ("EEO") program for the Unit (the "Audit Letter").¹ The Unit has more than five full-time employees and is not brokered by another company. Accordingly, this letter provides Great Eastern's response to Question 2 of the Audit Letter. Unless otherwise indicated, the responses are numbered according to the questions in the Audit Letter.²

2(b)(i) Copies of the Unit's two most recent EEO Public File Reports, described in Section 73.2080(c)(6)

Copies of the 2019 and 2020 EEO Public File Reports for the Unit are attached as Exhibit 2. The most recent EEO Public File Report was placed in the online local public inspection file for WHDQ and WTSV and posted on each station's web sites at <http://www.thegrocks.com/#> and <https://www.weeinh.com/>.³

¹ The Audit Letter requires the filing of a response with the Commission by April 26, 2021. Thus, this response is timely filed. A copy of the Audit Letter is attached as Exhibit 1.

² WHDQ and WTSV are part of the same Unit. Accordingly, this response is filed to cover both stations.

³ Eight other stations are licensed to Great Eastern and comprise the Unit: (1) WWOD(FM), Woodstock, Vermont, Facility Id. No. 57002; (2) WXXX(FM), Lebanon, New Hampshire, Facility Id. No. 54790; (3) WXGL(FM), Hanover, New Hampshire, Facility Id. No. 56621; (4) WTSL(AM), Hanover, New Hampshire, Facility Id. No. 12083; (5) WPHYX(FM), Walpole, New Hampshire, Facility Id. No. 23307; (6) WTHK(FM),

2(b)(ii) *For each of the Unit's full-time positions filled during the period covered by the above EEO Public File Reports noted above, or since acquisition of the Stations (if during that period), provide the date of hire as required by Section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii)*

Copies of the requested materials for the 2019 and 2020 EEO Public File Reports and supporting documentation are contained in Exhibit 3. It is Great Eastern's practice to post all full-time job vacancies to all individuals, organizations and institutions listed on the Unit's EEO Recruiter List.

2(b)(iii) *As required by Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all of the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports*

The 2019 and 2020 EEO Public File Reports submitted with this response contain a list of the full-time jobs filled by the Unit during that year, identified by job title and listing the referral source for each interviewee. In addition, each report contains a list of the recruitment sources used to fill each vacancy. The recruitment source that referred each hire as well as data reflecting the total number of persons interviewed for the vacancies are part of each report. Data reflecting the total number of persons interviewed and the total number of interviewees referred by each recruitment source is also included.

2(b)(iv) *Dated documentation of the Unit's recruitment initiatives described in Section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each such recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market has 250,000 people or more. Based upon these two factors, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period.*

The Unit is part of the Hanover, New Hampshire market with a population well below 250,000 persons.⁴ Section 73.2080(c)(2) of the Commission's Rules requires the Unit to engage in only two recruitment initiatives during each two-year period. A description of the recruitment

Wilmington, Vermont, Facility Id. No. 57728; (7) WEEY(FM), Swanzey, New Hampshire Facility Id. No. 4910; and (8) WKKN(FM), Westminster, Vermont, Facility Id. No. 46334.

⁴ The United States Census for 2019 lists the population for Hanover as 11,473.

initiatives undertaken is included in the 2019 and 2020 EEO Public File Reports and documentation included in Exhibit 4. Station personnel involved in the recruitment initiatives and additional documentation are identified in Exhibit 4. The employment unit employs 14 full-time personnel.

2(b)(v) *Disclose any pending or resolved complaints involving the Stations filed during each Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex.*

No such complaints were filed against the Stations specifically during the time period covered by the Audit Letter.

2(b)(vi) *In accordance with Section 73.2080(b), from the first day of each Station's current license term (or the date the licensee acquired the Stations, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.*

Great Eastern handles all local human resource activities in the development and execution of the company's equal employment opportunity program. This includes assistance in the areas of new hire education, manager training, EEO advisement and EEO report preparation.

New Hire Education. Great Eastern explains their employment policies spelled out in the employee handbook to each new employee. The employee is required to review the employee handbook and sign an acknowledgement that they have read the handbook. The employee handbook discusses the company's employment policies in their entirety, including the company's specific Equal Opportunity Employment policy. The policy prohibits discrimination in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Great Eastern is also willing to make reasonable accommodations for individuals with known disabilities. Employees with questions or concerns may contact their immediate supervisor, a department head, the Director of Human Resources or the Market Manager for the Unit. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EEO Advisement. Great Eastern periodically reviews its EEO policies in order to provide the best practice advice on dealing with potential EEO issues. These issues include, but are not limited to, claims of discrimination, sexual harassment, and unfair employment practices. The human resource department provides employees and managers with guidance on how to best

handle certain EEO issues (as determined by the industry's "best practice" standards) and assists in investigations of possible EEO infractions as needed. Each hiring manager is responsible to propose broad reach outlets for posting openings. Additionally, the Human Resources Director will utilize recruitment sources beyond those proposed if it is deemed that the opening would not be sufficiently circulated with the proposed sources by the hiring manager.

2(b)(vii) In accordance with Section 73.2080(c)(3), from the first day of Each Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

Preparation of EEO Public File Report. Great Eastern prepares and completes the annual EEO Public File Report. This includes gathering and retaining pertinent material such as blank EEO forms, copies of the previous year's report and subsequent report analysis, and sample audit letters. These materials are reviewed, and a timeline is set to complete the Unit's EEO report. Throughout the filing process, the human resource department serves as a facilitator to Great Eastern's EEO contact and is available to answer any questions regarding the completion of the report such as those activities that may be classified as recruitment initiatives and which positions need to be included in the vacancy list. All resumes received are forwarded to the appropriate hiring manager for review. Each hiring manager is responsible for tracking which applicants were selected for interviews and providing the information to the Human Resources Director throughout the hiring process.

Senior management of Great Eastern periodically conducts self-assessment of its EEO Public File Report and supporting documentation to make sure that the Unit undertakes the most comprehensive and effective manner for disseminating job opening for full-time positions and outreach initiatives. In this regard, the EEO Recruiter List is reviewed quarterly and updated as needed (add new contacts, update addresses, etc.). Great Eastern expects its EEO Recruiter List to generate a minimum number of applicants, dependent upon the position to be filled and makes changes as deemed appropriate. The EEO Recruiter List is comprehensive and reaches the community of license and beyond. Great Eastern adjusts the EEO Recruiter List when necessary, particularly when the contact information is no longer accurate. Great Eastern modifies their recruitment sources based upon the nature of a particular vacancy by including additional sources (e.g., accounting or engineering vacancy).

2(b)(viii) As required by Section 73.2080(c)(4), from the first day of each Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If

the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

Management of the Unit holds weekly management meetings for all departments of the Unit. The employment practices and benefits of the Unit are discussed from time to time during these meetings. Management of the licensee meets routinely through the year to discuss operations at the Unit. As part of these meetings, management would review employee benefits, seniority practices, promotions and selection techniques to make sure that it is competitive with the marketplace and industry standards. In addition to compliance with federal, state and local laws, such a review has the additional benefit of ensuring that Great Eastern attracts the best and the brightest in the industry to work at the Unit, while also ensuring a diverse staff reflective of the community.

The Unit does not have any union employees.

2(b)(ix) *If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, the Unit should indicate that status in your response to this letter and provide data as applicable to the Unit's EEO program*

The Unit's employees are not subject to a religious qualification.

Respectfully submitted,

GREAT EASTERN RADIO, LLC

By:

Jeffrey D. Shapiro
Managing Member

EXHIBIT 1
AUDIT LETTER DATED
FEBRUARY 25, 2021



Federal Communications Commission
Washington, D.C. 20554

February 25, 2021

Dear Licensee:

1. In accordance with 47 CFR § 73.2080(f)(4), the station employment unit (the Unit) that includes the station identified above (the Station) has been randomly selected for an audit of its Equal Employment Opportunity (EEO) program. A copy of section 73.2080 of the Federal Communications Commission (FCC or Commission) rules can be found here: <https://www.fcc.gov/enforcement/eb-cco/equal-employment-opportunity-rules>

2. Audit Data Requested.

(a) If the Unit has fewer than five full-time employees (defined by Section 73.2080(e)(1) as employees regularly assigned to work 30 hours a week or more), submit with the response only a list of the Unit's full-time employees identified by job title (no personal names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 2(b)(v) below. In formulating the response, please see Question 3 below for guidance regarding brokers and brokered stations with fewer than five full-time employees.

(b) If the Unit employs five or more full-time employees, provide the following information, including an explanation regarding any information that you are unable to provide:

(i) Copies of the Unit's two most recent EEO Public File Reports, described in section 73.2080(c)(6). For each station in the Unit that maintains a website, provide the website address. If the Unit's most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site pertaining to the Unit, identify the corporate website address where the Unit's most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).

(ii) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Station (if during that period), provide the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if you have sent a job notice to multiple sources, you may include in your response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii).² Include,

² For on-air announcements that aired multiple times to advertise the position, you may send a traffic log summary documenting the timeframe during which the announcements aired (in lieu of the log in its entirety). The log showing all air dates and times may be required for additional verification, but the Unit need not provide with its initial response.

however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).

(iii) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all of the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.

(iv) Dated documentation of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market in which any of the Unit's stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth and sixth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation that you provide appears inadequate, e.g., it is not dated or does not clearly prove the Unit's participation, the Commission may ask you for additional verification.

(v) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that you must report all complaints, regardless of their status or disposition.

(vi) In accordance with section 73.2080(b), from the first day of the Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

(vii) In accordance with section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

(viii) As required by section 73.2080(c)(4), from the first day of the Station's current

license term (or the date the licensee acquired the Station, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

(ix) If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules, the Unit should indicate that status in its response and provide data as applicable to its EEO program. For example, for those full-time hires subject to a religious qualification, you must provide only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source that referred the person hired. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(x) Among items you need not provide in response to this letter are resumes, company training manuals, posters, employee handbooks, or corporate guidebooks. If you believe any of the information in these materials is relevant to any part of this audit letter, you may provide a summary of any content if you so wish. If this audit requires you to provide an unusually burdensome volume of documentation, you may contact EEO staff at (202) 418-1450 prior to the response deadline to discuss alternative ways of condensing the information.

3. Time Brokerage.

(a) **Licensee of brokered station(s).** If the Unit employs fewer than five full-time employees and any station included in it is subject to a time brokerage agreement, the licensee must immediately forward a copy of this letter to the broker under each such agreement, which must respond to Question 3(b) below. The licensee must also respond by providing a list of the Unit's full-time employees listed by job title, the number of hours each employee is assigned to work, and a response to Question 2(b)(v) above. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 2(b), and also forward the letter to the broker so the broker may respond to Question 3(b) below.

(b) **Broker receiving audit letter from brokered station licensee.** As noted above, if a brokered station receives an audit letter, the brokered station must forward the audit letter to the broker. The broker should then respond to the audit letter concerning EEO information relating only to its own full-time employees at the brokered station, as required by section 73.2080(f)(3) of the Commission's rules.

(c) **Broker receiving audit letter directly from Commission.** If you are a broker, but the Station is licensed to you, you must submit information requested in 2(b) above for the EEO program at the Station (or Unit) only. If EEO data for a station you are brokering is

maintained with that of the Station, and you lack the ability to separate the information, submit information pertaining to the Station and your full-time employees at the station(s) you broker.

(d) **Broker described in 3(b) or 3(c).** If full-time employees at the station you broker, combined with full-time employees at the Station (or Unit), total fewer than five, you need only respond to this letter by submitting a list of full-time employees (identified by job title and number of hours regularly assigned to work per week) for both the brokered station(s) and subject Station as well as a response to Question 2(b)(v).

4. Procedures.

(a) **The response to this audit letter must be uploaded to the FCC-hosted online public inspection file (<https://publicfiles.fcc.gov/>) belonging to each station in the Unit by no later than April 26, 2021.** The response should be placed in the EEO Audits, Investigations, and Complaints subfolder in the online public file (found at EEO Records>>Additional Documents>> EEO Audits, Investigations, and Complaints). Include in the response the Station's Facility ID Number and an e-mail address of a Station representative.

(b) In recognition of the ongoing COVID-19 pandemic and the potential for limited station access to staffing and/or required records, the Commission is extending the timeframe for responding to 60 days, April 26, 2021. As a result, any extensions of time must be requested at least five days prior to aforementioned deadline (via email to Elizabeth.Goldin@fcc.gov), indicate the additional time the Station believes it needs to complete its response (not to exceed 45 days) and will be granted only upon a showing of extraordinary circumstances. Unless and until an extension is granted, the original deadline remains in effect.

(c) If the Station was included in an EEO audit response submitted in 2019 or 2020 and/or the Station's most recent license renewal application was granted after October 1, 2019, send an email to Elizabeth.Goldin@fcc.gov for additional guidance on whether a response is required. In the email, provide a reference to the relevant filings/applications before the Commission.

(d) The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (*See* 47 CFR § 1.16.). To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (*see* 18 U.S.C. § 1001; 47 CFR § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with section 73.2080(g).

(e) As required by sections 73.3526(e)(10) (commercial stations) and 73.3527(e)(11) (noncommercial educational stations), a copy of this letter and your response must be placed in the FCC-hosted online public inspection file belonging to each station in the Unit. Consequently, the response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. The FCC

does not require that employment units retain such information in their records, or that such information be provided in response to this letter.

Should you have any questions, please contact EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau

EXHIBIT 2
2019 AND 2020
EEO PUBLIC FILE REPORTS

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree

WWOD/WXXK/WGXL/WTSL/WHDQ/WTSV/WFYX/WTHK/WEEY/WKKN

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	NH Employment Security 85 Mechanic Street Lebanon, NH 03766 603-448-6340	N	0
3	Dartmouth College Career & Employment Services 6208 Collis Center Hanover, NH 03755 Patrice Vidal 603-646-2215	N	0
4	Franklin Pierce College Career Planning & Placement Office PO Box 60 Rindge, NH 03461 603-899-4000	N	0
5	Lebanon College 1 Court Street, Ste 200 Lebanon, NH 03766 Donald Wenz, President 603-448-2445	N	0
6	www.nhab.org	N	0
7	www.vab.org	N	0
8	JobsinNH.com PO Box 604 Westbrook, Me 04098-0604	N	0
9	Valley News PO Box 877 White River Jct, Vt 05001	N	0
10	Lebanon Vocational Rehabilitation Office 20 West Park Street, Suite 219 Lebanon, NH 03766 603-448-5793	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
11	Vermont Department of Employment Training Holiday Inn Dr PO Box 797 White River Jct, Vt 05001	N	0
12	W.I.S.E Career Counseling Program 79 Hanover St Ste 1 Lebanon, NH 03766	N	0
13.	College Central Network	N	0
14.	Indeed advertising	N	5
15	Unsolicited Resumes by Mail and Fax	N	0
16	Word of mouth	N	5
17	Unsolicited Phone Inquires	N	0
18		N	0
19	Radio & Records	N	0
20	TV & Radio Jobs (tvandradijobs.com)	N	0
21	All Access Music Group 28955 Pacific Coast Highway #210 Malibu, CA 90265	N	0
22	Radio Ads of the local stations	N	2
23	Internal candidate	N	0
(etc.)			
TOTAL INTERVIEWEES OVER REPORTING PERIOD			12

WWOD/WXXK/WGXL/WTSL/WHDQ/WTSP/WFYX/WTHK/WEEY/WKKN

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	NHAB Virtual Job Fair	March 8, 2019 Attended by Nichole Romano. Resulted in 1 resume.
2	NHAB virtual Job Fair	June 24-28, 2019. Attended by Nichole Romano.
3	Summer Intern	10 week /2hrs day unpaid summer internship. Student from St. Catherine University, St. Paul, Minnesota. June-mid August.
4		

Great Eastern Radio, LLC

EEO PUBLIC FILE REPORT

December 1, 2019-November 30, 2020

Lebanon/Keene, New Hampshire Employment Unit
WWOD (FM), Woodstock, Vermont, Facility Id. No. 57002
WXXK (FM), Lebanon, New Hampshire, Facility Id. No. 54790
WGXL (FM), Hanover, New Hampshire, Facility Id. No. 56621
WTSL (AM), Hanover, New Hampshire, Facility Id. No. 12083
WHDQ (FM), Claremont, New Hampshire, Facility Id. No. 17798
WTSV (AM), Claremont, New Hampshire, Facility Id. No. 17795
WFYX (FM), Walpole, New Hampshire, Facility Id. No. 23307
WTHK (FM), Wilmington, Vermont, Facility Id. No. 57728
WEEY (FM), Swanzey, New Hampshire, Facility Id. No. 4910
WKKN (FM), Westminster, Vermont, Facility Id. No. 46334

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Account Executive	14, 22, 16	16

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree

WWOD/WXXK/WGXL/WTSL/WHDQ/WTSV/WFYX/WTHK/WEEY/WKKN

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
1	NH Employment Security 85 Mechanic Street Lebanon, NH 03766 603-448-6340	N	0
3	Dartmouth College Career & Employment Services 6208 Collis Center Hanover, NH 03755 Patrice Vidal 603-646-2215	N	0
4	Franklin Pierce College Career Planning & Placement Office PO Box 60 Rindge, NH 03461 603-899-4000	N	0
5	Lebanon College 1 Court Street, Ste 200 Lebanon, NH 03766 Donald Wenz, President 603-448-2445	N	0
6	www.nhab.org	N	0
7	www.vab.org	N	0
8	JobsinNH.com PO Box 604 Westbrook, Me 04098-0604	N	0
9	Valley News PO Box 877 White River Jct, Vt 05001	N	0
10	Lebanon Vocational Rehabilitation Office 20 West Park Street, Suite 219 Lebanon, NH 03766 603-448-5793	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over reporting period
11	Vermont Department of Employment Training Holiday Inn Dr PO Box 797 White River Jct, Vt 05001	N	0
12	W.I.S.E Career Counseling Program 79 Hanover St Ste 1 Lebanon, NH 03766	N	0
13.	College Central Network	N	0
14.	Indeed advertising	N	0
15	Unsolicited Resumes by Mail and Fax	N	0
16	Word of mouth	N	1
17	Unsolicited Phone Inquires	N	0
18		N	0
19	Radio & Records	N	0
20	TV & Radio Jobs (tvandradijobs.com)	N	0
21	All Access Music Group 28955 Pacific Coast Highway #210 Malibu, CA 90265	N	0
22	Radio Ads of the local stations	N	0
23	Internal candidate	N	0
(etc.)			
TOTAL INTERVIEWEES OVER REPORTING PERIOD			1

WWOD/WXXK/WGXL/WTSL/WHDQ/WTSV/WFYX/WTHK/WEFY/WKKN

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	NHAB Virtual Job Fair	Dec 14, 2019 Nichole Romano attended
3		
4		

EXHIBIT 3
2019 AND 2020
JOB RECRUITMENT



106 North Main Street, West Lebanon NH 03784 603-298-0332

Admin Assistant Job Description

General Admin Assistant Duties

Greet the public and clients

Answer phones

Sort mail

Prepare outgoing mail

Receive deliveries, and alert person delivery is for

Keep track of employee contact list

Prepare package pick-ups

Tend to copier, postage meter, and fax machine

Take care of prizes, prize lockbox and prize-winners

Forward cancellations/announcements to PD's

Forward listeners' song request to PD's

Send Lorraine her mail and other various duties as requested

Assist Nichole with various duties as requested

Assist Engineering with various duties as requested

Copywriting Duties

Assist sales with writing commercial copy for clients

Great Eastern Radio, LLC

Compensation Plan for at will employment

Employee Name:

Position: Part Time Sales Associate

Effective Date: September 3, 2019

This letter details the proposed terms of employment as a Part Time Sales Executive with Great Eastern Radio September and October 2019 with proposed Start date: September 3rd, 2019. As well, a Full-Time position with outline provided to begin on or about November 1st 2019.

Job Description: Establishes new clients, and maintain existing clients by preparing Sales proposals with financial plans, create copy content, manage collections and customer service for all established clients.

Also includes: Attending bi weekly Sales meetings, manager ride along, and weekly one on one with Sales or Market Manager.

Responsible for interaction with additional departments including Business, Traffic, Production and Programming.

Plan:

September and October 2019, a guaranteed Salary of _____ per week, plus 10% commission on collections when collected up to 90 days for Local Direct and Agency business. _____ for collections 91 days and beyond with focus of Sales on WWOD The River, and WGXL 92.3FM.

Responsibilities:

- Work (3) 6-hour days per week, or as mutually agreed. Sept.-October 2019
- Establish new customer list, while maintaining established clients.
- Works direct with Direct of Sales, and Market Manager on approved clients.
- Prepares a weekly Account Tracker.
- Attends monthly Sales meetings.
- Include Ride Along days with Management.

- Responsible for all customer service and maintenance, scheduling client commercial orders, and production, all with provided training on systems.
- Collections.

As of November 1st move to a* Full Time Sales Executive position with \$5 per week, plus 5% commission on collections. Once monthly billings reach \$1000, the \$5 becomes a draw against a 5% commission on collections for all Local Direct Business and 5% commission on Agency business when collected prior to 90 days, 5% commission on Local Direct when collected 91 days and beyond, and 5% on Agency when collected 91 days and beyond.



Benefits: * (Applies to Full Time Position)

- Medical Insurance
- Dental Insurance
- Simple IRA

A benefits package is available for review with our Business Manager Lorraine Chapman. lchapman@greateasternradio.com or call 603-298-0332 x 1101 to arrange.

In addition:

Ability to establish Gas Trade up to \$1000 in use per month

- Great Eastern Radio will provide;
- Company laptop
- monthly cell allowance
- Sales programs with cash incentives.
- Additional training programs.

Pay period is: 1 – 15, 16-last day of month

Payday is: 15th and the 30th or the last day of the month whichever is first

Signature of employee: _____ Date:

Manager: _____ Date:



TO:

FROM: Nichole Romano – MM
Mike Trombly-DOS

DATE: 04/9/19

RE: Proposed Employment

This letter details the proposed terms of employment as a Full Time Radio Account Executive with Great Eastern Radio. Proposed Start date: May 1, 2019

Receive a **SIGN ON BONUS!**

GER SELLING RESPONSIBILITIES

You would be a full time Account Executive representing and selling WHDQ, WXXX, WGXL, WWOD, WTSL, WTSV, WFYX but as well have the ability to cross sell into the Keene market with WKKN / WEEY. All clients must be approved by Managers for handling. You will be responsible for further development of an account list of those prospects in the market who are not currently assigned to another GER seller, but as well assume accounts that are active with GER. You will report directly to Mike Trombly on all sales and revenue matters and attend a weekly One-on-One meeting with Mike. Attendance for bi-weekly market sales meetings. Prepare proposals, collect on current client billings, and maintain communication with all radio departments including Business, Traffic, Production and Programming. The suggested proposed compensation provides salary support, and incentives with achieved revenue goals.

GER COMPENSATION

You will be guaranteed a base salary of _____ per pay period, for the length of 12 months. (Pay periods are the 15th and 30th each month) Sales progress will be evaluated at the 3, 6, 9, and 12-month period. At any point your sales exceed the base salary, commission on collections would be implemented. Local business at _____ and on Agency business _____, paid on collection. All commission on collection is reduced by _____, when collected 91 days and beyond. Once you are on straight commission, and you exceed monthly stated goals, a commission of _____ would be paid on Local business collections from that month. Agency remains at _____.



GER SUPPORT AND BENEFITS

- Cell phone allowance of per month.
- Gas trade up to the first month of employment approved by Nichole Romano-MM
- Personal Trade allowance within the calendar year 2019.
- Medical and dental plans available per employee handbook. An advance review of GER plans is available.
- Participation in Great Eastern Radio Simple IRA plan once enrollment conditions are met.
- Laptop provided including business applications for sales and production processing.

BILLING TARGET BONUS PLAN

at first \$10,000 month

at first \$20,000 month

at first \$30,000 month

GENERAL POSITION EXPECTATIONS

- Full time 40 hour per week position
- Scheduled one on ones with Mike Trombly
- Scheduled monthly sales meetings.
- Planned rides to accounts with DOS, MM or Marc Berman -GER Business Consultant
- Weekly Account Tracker preparations
- Collections

This offer is conditional, subject to the standard Great Eastern Radio background check.

X Kassie Covey

Date



X Nichole Romano, Market Manager

Date



Job Description: Responsible for managing a client list, prospecting for new business and maintaining existing client's book of business. Meet one-on one weekly with sales reps between the Upper Valley and Keene station clusters. Meet one on one or in cluster group with Peter Case in Keene and Market Manager Nichole Romano in the Upper Valley. As well, take part in collective market management meetings with Jeff and Marc.

In addition:

- Responsible for client collections each month
- Establish monthly goals for himself, based on established overall market goals.
- Prepare sales presentations.
- Communicate with all departments including Business, Traffic, Production and Programming.

We'll have you on the air in 24 hours!

Want to record from home on your phone?

<https://youtu.be/wpeyc3hDLzY>

Nichole Romano

Market Manager

National Sales Manager

Great Eastern Radio

Q106, KIXX-100.5, 923-GXL,

Hot 97, The River 93.9, Kool 96.3,

ESPN 94.3/94.5.

Keene-Peak 101.9/100.7, WEEI-93.5

106 North Main Street

West Lebanon, NH 03784

603-298-0332 x 1301 office

603-443-6666 cell

nromano@greateasternradio.com

For all and billing inquires NH/Vt. Radio Properties

Lori Richardson lrichardson@greateasternradio.com



Client Name:	GER Recruitment	Industry:		Agency:	
Contact:		Order Date:	11/5/19	Contact:	
Address:		Start Date:	11/6/19	Address:	
		End Date:			
Town:		Product/Est:		Town:	
State:		Revenue Type:		State:	
Zip Code:		Broadcast/Calendar:	Calendar	Zip Code:	
Phone:		AE:	Nichole	Phone:	
Fax:		Co-op:		Fax:	
E-mail:				E-mail:	

Internal Comments: **ESPN Hiring**

Line #	Station	Start Date	End Date	Daypart	Spot Type	M	T	W	TH	F	SA	SU	Spts/Wk	Rate	L
1													0		
2	<u>WTSV</u>	11/6/19	11/10/19	6a-10p	commercial			8	8	8	8	8	40	\$ -	
3		11/11/19	11/11/19	6a-10a	commercial	8							8	\$ -	
4													0		
5		11/12/19	11/17/19	6a-10p	commercial		8	8	8	8	8	8	48	\$ -	
6		11/18/19	11/30/19	6a-10p	commercial	8	8	8	8	8	8	8	56	\$ -	
7													0		
8													0		
9													0		
10													0		
11													0		
12													0		
13													0		
14													0		
15													0		
16													0		
17													0		
18													0		
19													0		
20													0		
21													0		
22													0		
23													0		

The above named advertiser represents and warrants to Great Eastern Radio that they do not discriminate on the basis of race, creed or color in its placement of advertisements with Great Eastern Radio. This representation is intended to comply with FCC requirements established in decision 23 FCC Rcd 5922. (

Client Signature: _____

AE Signature: _____

Agency Fee if need

Total

Client Name:	GER Upper Valley	Industry:		Agency:	
Contact:	Nik	Order Date:	12/2/20	Contact:	
Address:		Start Date:	12/3/20	Address:	
		End Date:	1/30/21		
Town:		Product/Est:		Town:	
State:		Revenue Type:		State:	
Zip Code:		Broadcast/Calendar:		Zip Code:	
Phone:		AE:	Nik	Phone:	
Fax:		Co-op:		Fax:	
E-mail:				E-mail:	

Internal Comments: *House hiring order-River only*

Line #	Station	Start Date	End Date	Daypart	Spot Type	M	T	W	TH	F	SA	SU	Spts/Wk	Rate
1	THE RIVER	12/3/20	1/30/21	6a-6a	Commercial	x	x	x	x	x	x	x	30	
2														
3														
4														
5														
6													0	
7														
8														
9													0	
10													0	
11													0	
12													0	
13													0	
14													0	
15													0	
16													0	
17													0	
18													0	
19													0	
20													0	
21													0	
22													0	
23													0	

The above named advertiser represents and warrants to Great Eastern Radio that they do not discriminate on the basis of race, creed or color in its placement of advertise with Great Eastern Radio. This representation is intended to comply with FCC requirements established in decision 23 FCC Rcd 5922.

Client Signature: _____ AE Signature: _____ Agency Fee if I _____ To _____



SALES EXECUTIVES-2019 GER House Hiring Campaign

2019

:30

YOU LOVE SPORTS, IT'S YOUR THING. YOU LISTEN TO ESPN IN YOUR CAR AND TALK SPORTS EVERYWHERE YOU GO. HOW WOULD LIKE TO TURN THAT PASSION FOR SPORTS INTO CASH. 94 ESPN RADIO HAS IMMEDIATE OPENINGS FOR PART OR FULL TIME SALES REPS. JUST OUT OF SCHOOL AND LOOKING FOR YOUR FIRST EXCITING GIG? ARE YOU RETIRED AND JUST LOOKING FOR SOMETHING FUN TO DO? DO YOU JUST LOVE SPORTS AND WANT TO TURN THAT PASSION INTO A GREAT SIDE HUSTLE, THEN WE WANT TO HEAR FROM YOU. EMAIL US AT JOBS AT GREAT EASTERN RADIO DOT COM. NO PRIOR SALES EXPERIENCE REQUIRED. EVERYONE IS ENCOURAGED TO INQUIRE. GREAT EASTERN RADIO IS AN EQUAL OPPORTUNITY EMPLOYER.



Account Executive Job Description

Account Executives (AEs) are responsible for development and growth of business on Great Eastern Radio (GER) stations and all associated revenue products that the company may offer (Digital, Events, Non-Traditional Revenue, etc.).

AEs daily work will include new client prospecting, appointment setting, client proposal development, creative ad creation, asking clients for business, developing client relationships, servicing established clients, learning about client's business needs, following all GER internal policies, use of GER systems to help organize and facilitate client ad schedules to be run properly, interaction with GER staff as needed, reporting to GER management, and collecting money owed to GER. AEs are expected to be actively in the field seeing clients face-to-face as much as possible.

AEs will be expected to attend training sessions as provided by GER as well as take a proactive interest in their own training and development to further their skills.

Client Name:	GER Upper Valley	Industry:		Agency:	
Contact:	Nik	Order Date:	12/2/20	Contact:	
Address:		Start Date:	12/3/20	Address:	
		End Date:	1/30/21		
Town:		Product/Est:		Town:	
State:		Revenue Type:		State:	
Zip Code:		Broadcast/Calendar:		Zip Code:	
Phone:		AE:	Nik	Phone:	
Fax:		Co-op:		Fax:	
E-mail:				E-mail:	

Internal Comments:

House hiring order-River only

Line #	Station	Start Date	End Date	Daypart	Spot Type	M	T	W	TH	F	SA	SU	Spts/Wk	Rate
1	THE RIVER	12/3/20	1/30/21	6a-6a	Commercial	x	x	x	x	x	x	x	30	
2														
3														
4														
5														
6													0	
7														
8														
9													0	
10													0	
11													0	
12													0	
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14													0	
15													0	
16													0	
17													0	
18													0	
19													0	
20													0	
21													0	
22													0	
23													0	

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Client Signature: _____

AE Signature: _____

Agency Fee if I
To

EXHIBIT 4
2019 AND 2020
RECRUITMENT INITIATIVES

4-9-19 Called NH Dept Labor

Lorraine Chapman

From: Brett Franklin
Sent: Monday, April 08, 2019 2:15 PM
To: Lorraine Chapman
Subject: Re: 2019 Summer Internship

20-0149540

Lorraine—

Just wanted to circle back with the info you requested below...

-Unpaid Internship...2 hours a week for 10 weeks.

-Potential Intern's name is Jayne Bunge. She will be a Sophomore in the Fall at St. Catherine University in St. Paul Minnesota.

Let me know if you need anymore info!

-Brett

Brett Franklin
Program Director/On-Air Personality
Great Eastern Radio, LLC
603-298-0332 x1015

*School would be entity to complete paperwork
Appraisal form for sub
college students
website: no location that can receive interns*

On Apr 4, 2019, at 11:28 AM, Matt Houseman <Mhouseman@greateasternradio.com> wrote:

Brett – please answer Lorraine’s questions below...it’s one hour a week you said correct?

Matt Houseman
Vice President of Programming
Great Eastern Radio | Nantucket Radio
Program Director – WHDQ/WTSL/WHDQ-HD2
106 North Main St, West Lebanon, NH 03784
O: 603-298-0332 | C: 603-276-0151

From: Lorraine Chapman
Sent: Thursday, April 04, 2019 10:39 AM
To: Matt Houseman <Mhouseman@greateasternradio.com>
Subject: RE: 2019 Summer Internship

An unpaid internship for 10-12 weeks? How many hours a week would she be interning? I need to contact the NH Dept of Labor to see if there are documents that need to be completed/provided. In what year of college is she in?

Thanks
Lorraine

Lorraine Chapman

Business Manager

Great Eastern Radio/Nantucket Radio/Nantucket Public Radio

603-678-4219 Mon-Thurs

Lchapman@greateasternradio.com

From: Matt Houseman <Mhouseman@greateasternradio.com>

Sent: Monday, April 01, 2019 4:39 PM

To: Brett Franklin <bfranklin@greateasternradio.com>

Cc: Lorraine Chapman <Lchapman@greateasternradio.com>

Subject: RE: 2019 Summer Internship

Hey Brett,

I'm good with having her intern for us this summer.

Lorraine – can you please provide any paperwork we need to fill out or any we need to procure from the intern?

Thanks!

Matt Houseman

Vice President of Programming

Great Eastern Radio | Nantucket Radio

Program Director - WHDQ/WTSL/WHDQ-HD2

106 North Main St, West Lebanon, NH 03784

O: 603-298-0332 | C: 603-276-0151

From: Brett Franklin

Sent: Monday, April 01, 2019 4:37 PM

To: Matt Houseman <Mhouseman@greateasternradio.com>

Subject: 2019 Summer Internship

House—

Just wanted to get a final go ahead from you about bringing on an intern for the summer (the girl you met on Friday). It would be one day a week for college credit from June-Mid August. I will handle everything that comes with this but wanted to make sure you were cool with it first.

Brett Franklin

Program Director/On-Air Personality

Great Eastern Radio, LLC

603-298-0332 x1015

School supplies approval form. for one year
once approved - approved forever

we are in compliance
if problematic,

→ All liability is Employee's. Form is written
if → that -



NEW HAMPSHIRE ASSOCIATION OF BROADCASTERS

Great Eastern Radio

West Lebanon, NH

RE: New Hampshire Job Fair Participation, Jun 24, 2019

Jul 01, 2019

Dear Nichole Romano,

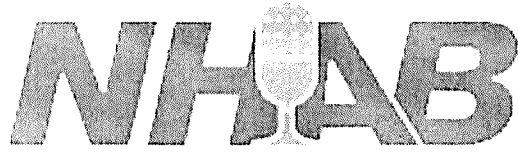
Thank you for participating in the New Hampshire's Broadcasters Virtual Job Fair the week of Jun 24, 2019. Your hiring agent of record was Nichole Romano and the stations that participated were: WHDQ, WXXK, WGXL, WTSL, WWOD, WHDH-HD2.

Please keep this letter for your records.

Thank you again for participating in the Broadcasters Virtual Job Fair.

Best Regards,

Tracy Caruso
Executive Director
New Hampshire Association of Broadcasters
PO Box 5578
Manchester, NH 03108



NEW HAMPSHIRE ASSOCIATION OF BROADCASTERS

New Hampshire Association of Broadcasters Virtual Job Fair

June 24-28, 2019

VISITED	APPLICANT/INTERESTS	RESUME
		There are 8 applicants for this job fair
6/24/2019	CAMERON Joesph MCKINNEY production,	✓
6/25/2019	Joe Cortese writing, programming, promotions, administration,	✓
6/25/2019	Collin Quinn writing, production, all other jobs	✓
6/25/2019	Andre Skeene production, engineering, promotions,	✓
6/26/2019	Nathan Lee production, sales, promotions,	✓
6/26/2019	Joey Masry production, promotions, all other jobs	✓
6/27/2019	Will Anderson writing, programming, all other jobs	✓
6/27/2019	CHRISTOPHER J. DAVIS engineering,	✓



NEW HAMPSHIRE ASSOCIATION OF BROADCASTERS

New Hampshire Association of Broadcasters Virtual Job Fair

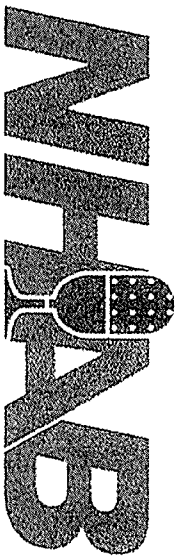
June 24-28, 2019

Day	Number of visits	Pages	Hits	Bandwidth
24-Jun-19	70	337	884	13.78 MB
25-Jun-19	98	408	1,319	27.05 MB
26-Jun-19	208	556	1,459	25.63 MB
27-Jun-19	81	274	953	16.00 MB
28-Jun-19	54	344	677	9.53 MB
TOTALS	511	1919	5292	

This Certificate Acknowledges that

WHDQ, WXXX, WGXL, WTSL, WTSV, WWOD, WFYX

Participated in the *Virtual Job Fair* sponsored by the New Hampshire Association of Broadcasters from March 4-8, 2019.



NEW HAMPSHIRE ASSOCIATION OF BROADCASTERS


Tracy Caruso, NHAB Executive Director

EEO 2019

Lorraine Chapman

From: Nichole Romano
 Sent: Friday, March 08, 2019 11:53 AM
 To: Lorraine Chapman
 Subject: FW: Confirmations for NHAB virtual fair
 Attachments: GER House - Upper Valley_Keene 54152.pdf; GER House - Upper Valley_Keene 54153.pdf; GER House - Upper Valley_Keene 54154.pdf; GER House - Upper Valley_Keene 54155.pdf; GER House - Upper Valley_Keene 54156.pdf; GER House - Upper Valley_Keene 54157.pdf

Hi Lorraine,
 For your HR files, here are the order confirmations for this weeks Virtual Job Fair we ran for the NHAB. We only received (1) resume from this, and it happens to be someone who already works part time for us. Result: Matt has had a conversation about any further employment opportunities, which we don't have within the outline that Scott Alaire requested.

Let's us a flat \$12 per :30 on All of these stations to get the value of air time provided.
 Thank you, Nichole

RED HOT RED SOX PACKAGE IS OUT!
Grab your business spot before we're sold out!



Nichole Romano
 Enjoying 24 years in the Radio Industry!
 Market Manager/National Sales Manager

106, KIXX 100.5, 92.3 GXL, RIVER 93.9,
 Cool 106.7 / 96.3, HOT 97.5, and ESPN 94.5/94.3,
 The Peak, WEEI-Keene
 106 North Main Street, W Lebanon NH 03784
 603-298-0332 o 603-443-6666 c

My Fabulous Sales Assistant
 Gillian Bouchard
gillianbouchard@greateasternradio.com

Any and all statements or information, including but not limited to, Ideas, promotions, schedules or quotes in this email or it's attachments are the sole property of Great Eastern Radio. The sharing or outside use of said property without expressed written permission is strictly prohibited and is subject to liability and fines or legal action.

From: Gillian Bouchard <gbouchard@greateasternradio.com>
Sent: Thursday, February 28, 2019 7:43 AM
To: Nichole Romano <nromano@greateasternradio.com>
Subject: RE: Confirmations for NHAB virtual fair

Here you go -

From: Nichole Romano
Sent: Thursday, February 28, 2019 7:38 AM
To: Gillian Bouchard <gbouchard@greateasternradio.com>
Subject: Confirmations for NHAB virtual fair

Gillian,
Can you send the confirmations for next weeks NHAB virtual fair.
I will put values on them and send to Lorraine for our files.
Thanks, Nik

RED HOT RED SOX PACKAGE IS OUT!
Grab your business spot before we're sold out!



Nichole Romano

Enjoying 24 years in the Radio Industry!
Market Manager/National Sales Manager

Q106, KIXX 100.5, 92.3 GXL, RIVER 93.9,
Kool 106.7 / 96.3, HOT 97.5, and ESPN 94.5/94.3,
The Peak, WEEI-Keene
106 North Main Street, W Lebanon NH 03784
603-298-0332 o 603-443-6666 c

My Fabulous Sales Assistant

Gillian Bouchard

gbouchard@greateasternradio.com

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Virtual Job Fairs with NHAB-

Week of June 24th, 2019

Week of September 23rd, 2019

Week of December 14th, 2019

:30 Recruitment commercials aired on WHDQ, WGXL, WXXK, WTSL, WTSV, WFYX, WKKN, WEEY -2 week lead ahead of each fair. Airing 15x/wk. Provided an Average \$3300 value on air exposure per event.

Thinking about a career in broadcasting? Great Eastern Radio in partnership with The New Hampshire Association of Broadcasters is holding a Virtual Job Fair THIS WEEK at BROADCASTERSVIRTUALJOBFAIR.COM. The Virtual Job Fair is specifically for New Hampshire stations. For one week, you can see job postings and station information just for New Hampshire broadcasters. Visitors can register and upload resumes, and also send specific inquiries to a station using an online form. For more information, and a list of participating stations, visit NHAB.ORG.

Thinking about a career in broadcasting? Great Eastern Radio in partnership with The New Hampshire Association of Broadcasters is holding a Virtual Job Fair THIS WEEK at BROADCASTERSVIRTUALJOBFAIR.COM. Visitors can register and upload resumes, and also send specific inquiries to a station using an on line form. Here at Great Eastern Radio we are looking for Radio sales execs for this station. Visit [NHAB dot org](http://NHAB.org) for additional openings. For Sales send your cover letter and resume to Nichole Romano. That's [n romano at great eastern radio dot com](mailto:nromano@great-eastern-radio.com). Great Eastern Radio is an Equal Opportunity Employer

Great Eastern Radio posted for Account Executive.

Received a total of 5 resumes-Inquiries for part-time on air positions and copy writing. 1 for Sales that did not show for the initial meeting, and no response after inquiry.

Client Name:	GER House-Upper Valley	Industry:	Sales Hiring	Agency:	
Contact:		Order Date:	2/15/19	Contact:	
Address:		Start Date:	2/25/19	Address:	
		End Date:	3/8/19		
Town:		Product/Est:		Town:	
State:		Revenue Type:		State:	
Zip Code:		Broadcast/Calendar:	Calendar	Zip Code:	
Phone:		AE:	Nichole	Phone:	
Fax:		Co-op:		Fax:	
E-mail:				E-mail:	

Internal Comments: **NHAB Virtual Job Fair. Duplicate schedule across all stations. Use template for all other House plan
NHAB Virtual fairs**

Line #	Station	Start Date	End Date	Daypart	Spot Type	M	T	W	TH	F	SA	SU	Spts/Wk	Rate	L
1	WXXK	2/25/19	3/3/19	5:30a-10p	commercial	x	x	x	x	x	x	x	25	\$ -	
2		3/4/19	3/8/19	5:30a-10p	commercial	x	x	x	x	x			30	\$ -	
3	WHBQ	2/25/19	3/3/19	5:30a-10p	commercial	x	x	x	x	x	x	x	25	\$ -	
4	WGXL	3/4/19	3/8/19	5:30a-10p	commercial	x	x	x	x	x			30	\$ -	
5		2/25/19	3/3/19	5:30a-10p	commercial	x	x	x	x	x	x	x	25	\$ -	
6		3/4/19	3/8/19	5:30a-10p	commercial	x	x	x	x	x			30	\$ -	
7													0		
8	WTSL												0		
9	WTSV												0		
10	THE RIVER												0		
11		2/25/19	3/3/19	5:30a-10p	commercial	x	x	x	x	x	x	x	30	\$ -	
12		3/4/19	3/8/19	5:30a-10p	commercial	x	x	x	x	x			30	\$ -	
13													0		
14													0		
15													0		
16													0		
17													0		
18													0		
19													0		
20													0		
21													0		
22													0		
23													0		

The above named advertiser represents and warrants to Great Eastern Radio that they do not discriminate on the basis of race, creed or color in its placement of advertisements with Great Eastern Radio. This representation is intended to comply with FCC requirements established in decision 23 FCC Rcd 5922. (

Client Signature: _____

AE Signature: _____

Agency Fee if need
Total P

Confirmation



Great Eastern Radio/WXXK-FM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54152
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total
1	WXXK-FM 02/25/2019-03/03/2019	5:30a-10:00p	00:30	25xMTWThFSSu	All Weeks	Commercial	0.00	25	0.00
2	WXXK-FM 03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
Total									0.00

Projected Billing	Count	Gross	Net
February 2019	16	0.00	0.00
March 2019	39	0.00	0.00
	55	0.00	0.00

Confirmation



Great Eastern Radio/WTSV-FM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54155
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total	
1	WTSL-AM	02/25/2019-03/03/2019	5:30a-10:00p	00:30	30xMTWThFSSu	All Weeks	Commercial	0.00	30	0.00
2	WTSL-AM	03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
Total									0.00	

Projected Billing	Count	Gross	Net	
February	2019	18	0.00	0.00
March	2019	42	0.00	0.00
Total		60	0.00	0.00

Confirmation



Great Eastern Radio/WGXL-FM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54154
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total	
1	WGXL-FM	02/25/2019-03/03/2019	5:30a-10:00p	00:30	25xMTWThFSSu	All Weeks	Commercial	0.00	25	0.00
2	WGXL-FM	03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
							Total			0.00

Projected Billing	Count	Gross	Net
2019	16	0.00	0.00
February	39	0.00	0.00
March	55	0.00	0.00

Confirmation



Great Eastern Radio/WHDQ-FM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54153
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total
1	WHDQ-FM 02/25/2019-03/03/2019	5:30a-10:00p	00:30	25xMTWThFSSu	All Weeks	Commercial	0.00	25	0.00
2	WHDQ-FM 03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
Total									0.00

Projected Billing		Count	Gross	Net
February	2019	16	0.00	0.00
March	2019	39	0.00	0.00
		55	0.00	0.00

Confirmation



Great Eastern Radio/WWOD-FM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54157
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total	
1	WWOD-	02/25/2019-03/03/2019	5:30a-10:00p	00:30	30xMTWThFSsu	All Weeks	Commercial	0.00	30	0.00
2	WWOD-	03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
Total									0.00	

Projected Billing		Count	Gross	Net
February	2019	18	0.00	0.00
March	2019	42	0.00	0.00
		60	0.00	0.00

Confirmation



Great Eastern Radio/WTSL-AM
 106 North Main St.
 West Lebanon, NH 03784
 603.298.0332

Contract # 54156
 Date Entered 02/15/2019
 Sales Person Nichole Romano
 Billing Cycle Calendar
 Revenue Source Local Direct
 Conflict 1 PSA
 Contract 02/25/2019 - 03/08/2019
 Comment NHAB Virtual Job Fair

GER HOUSE - UPPER VALLEY/KEENE
 106 NO MAIN ST
 WEST LEBANON NH 03784

Station	Date Range	Time Range	Len	Schedule	Repeated	Avail Type	Rate	Qty	Total
1	WTSV-FM 02/25/2019-03/03/2019	5:30a-10:00p	00:30	30xMTWThFSSu	All Weeks	Commercial	0.00	30	0.00
2	WTSV-FM 03/04/2019-03/08/2019	5:30a-10:00p	00:30	30xMTWThF	All Weeks	Commercial	0.00	30	0.00
Total									0.00

Projected Billing		Count	Gross	Net
February	2019	18	0.00	0.00
March	2019	42	0.00	0.00
		60	0.00	0.00