

2003 Broadcasters' Calendar

Note: The following dates reflect this Calendar's December 2002 publication date and are for general informational purposes only. Actions by the FCC, Congress, or the courts could affect these dates by, for example, invalidating or eliminating filing obligations, changing fees or due dates associated with them, or requiring that submissions be made electronically. Accordingly, advice of communications counsel should be sought in each instance to assure timely and proper filing.

January

10

The **Quarterly Issues/Programs List** covering the time period beginning October 1, 2002 and ending December 31, 2002 must be placed in the public inspection file of all radio, full-power television, and Class A television stations by this date.

Commercial full-power and Class A television stations must place records in their public inspection file by this date "sufficient to verify compliance" with commercial time limitations in children's programming broadcast during the period October 1, 2002 through December 31, 2002.

Commercial full-power and Class A television stations must complete FCC Form 398 demonstrating their responsiveness to "the educational and informational needs of children" for the period from October 1, 2002 to December 31, 2002 and place the completed form in the station's public inspection file by this date.

Commercial full-power and Class A television stations must file electronically Form 398 for the period October 1, 2002 to December 31, 2002 with the FCC by this date.

Class A television stations are required to maintain documentation in their public inspection files sufficient to demonstrate continuing compliance with the FCC's Class A eligibility requirements. We recommend that Class A

television stations generate and place quarterly documentation in their public inspection file by this date.

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Individuals who did not pay their **income tax** through withholding during 2002 (or who did not pay enough through withholding) must make their payment of estimated tax by this date, using IRS Form 1040-ES. This is the final installment date for the 2002 estimated tax. However, you do not have to make this payment if you file your 2002 return on IRS Form 1040 and pay any tax due by January 31, 2003.

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All employers must issue IRS Form W-2 wage statements to all employees by this date. IRS Form 1099 must be issued to every individual or firm that served as an independent contractor to the station which was paid more than \$600 in calendar year 2002 by this date. Winners of contests and prizes with values over \$600 must be issued IRS Form 1099-Misc. Retired employees should be given their copies of IRS Form 1099-R. There are several different versions of IRS Form 1099, depending on the type of payment that was made.

February

1

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of natural persons) that operate commercial broadcast stations licensed to communities in **Arkansas, Kansas, Louisiana, Mississippi, Nebraska, New Jersey, New York and Oklahoma** must *electronically* file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, licensees of noncommercial educational stations licensed to communities in **Arkansas, Kansas, Louisiana, Mississippi, Nebraska, New Jersey, New York and Oklahoma** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed *electronically* with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **Arkansas, Kansas, Louisiana, Mississippi, Nebraska, New Jersey, New York and Oklahoma** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individual hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of other recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

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IRS Form 1096 must be filed with the Internal Revenue Service by this date. IRS Form 1096 aggregates all of the paper IRS Forms 1099 that were issued in January. A separate IRS Form 1096 must be used to summarize and transmit each different version of IRS Form 1099 that was issued in January.

All employers must file **IRS Form W-3** along with Copy A of all of the IRS Forms W-2 that were issued for 2002 by this date.

March

17

All C corporations and S corporations must file a 2002 calendar year tax return on either IRS Form 1120, IRS Form 1120-A or IRS Form 1120S and pay any tax still due by this date. For an automatic six-month extension of time to file, IRS Form 7004 must be filed along with an estimated payment of the amount that is owed.

April

1

Radio and FM translator stations licensed to communities in the District of Columbia, Maryland, Virginia and West Virginia must begin broadcasting the first of four pre-filing license renewal announcements on this date. The remaining announcements must air on April 16, May 1 and May 16. At least two of these four announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. Licensees whose stations do not operate during these hours should broadcast at least two of the four announcements during the first two hours of broadcast operation on the designated days.

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of natural persons) that operate commercial broadcast stations located in **Delaware, Indiana, Kentucky, Pennsylvania, Tennessee and Texas** must *electronically* file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, licensees of noncommercial educational stations located in **Delaware, Indiana, Kentucky, Pennsylvania, Tennessee and Texas** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed *electronically* with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **Delaware, Indiana, Kentucky, Pennsylvania, Tennessee and Texas** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies pursuant to Prong 2), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individuals hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of other

recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

Commercial radio stations must file their annual BMI/ASCAP report by this date. Since SESAC fees are calculated in a different manner than BMI and ASCAP fees, there is no annual SESAC reporting requirement.

10

Quarterly Issues/Programs List covering the time period beginning January 1, 2003 and ending March 31, 2003 must be placed in the public inspection file of all radio, full-power television, and Class A television stations by this date.

Commercial full-power and Class A television stations must place records in their public inspection file by this date "sufficient to verify compliance" with commercial time limitations for children's programming broadcast during the period January 1, 2003 through March 31, 2003.

Commercial full-power and Class A television stations must complete FCC Form 398 demonstrating their responsiveness to "the educational and informational needs of children" for the period from January 1, 2003 through March 31, 2003, place the completed form in the station's public inspection file, and electronically file the form with the FCC by this date.

Class A television stations are required to maintain documentation in their public inspection files sufficient to demonstrate continuing compliance with the FCC's Class A eligibility requirements. We recommend that Class A television stations generate and place quarterly documentation in their public inspection file by this date.

15

Individuals must file an income tax return for 2002 and pay any tax due by this date, using IRS Forms 1040, 1040A or 1040EZ. Individuals who are unable to pay can file IRS Form 9465 that requests an agreement to pay in installments. In order to obtain an automatic four-month extension of time to file (thereby making the return due on August 15, 2003), taxpayers must file IRS Form 4868 along with an estimated payment of the amount that is owed. An additional two-month extension is possible, but IRS Form 2688 must be filed before August 15, 2003.

Partnerships must file a 2002 calendar year return on IRS Form 1065 by this date and provide each partner with a copy of Schedule K-1. A three-month extension is available by filing IRS Form 8736. An additional three-month extension is available by filing IRS Form 8800.

For **individuals**, the first payment of estimated tax for 2003, using IRS Form 1040-ES, is due by this date.

May

None

June

1

Radio and FM translator stations licensed to communities in the District of Columbia, Maryland, Virginia and West Virginia must file their license renewal applications with the FCC by this date. In addition, beginning on this date, those licensees must begin broadcasting six post-filing license renewal announcements. These announcements must air on June 1, June 16, July 1, July 16, August 1 and August 16. At least three of these announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. At least one announcement must air in each of the following time periods: between 9:00 a.m. and noon, between noon and 4:00 p.m., and between 7:00 p.m. and midnight. Licensees whose stations do not operate between 7:00 a.m. and 9:00 a.m. or 4:00 p.m. and 6:00 p.m. should broadcast at least three of the six required announcements during the first two hours of broadcast operation on the designated days.

Radio and FM translator stations licensed to communities in North Carolina and South Carolina must begin broadcasting the first of four pre-filing license renewal announcements by this date. The remaining announcements must air on June 16, July 1 and July 16. At least two of these four announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. Licensees whose stations do not operate during these hours should broadcast at least two of the four announcements during the first two hours of broadcast operation on the designated days.

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of natural persons) that operate commercial broadcast stations licensed to communities in **Arizona, the District of Columbia, Idaho, Maryland, Michigan, Nevada, New Mexico, Ohio, Utah, Virginia, West Virginia and Wyoming** must *electronically* file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, **licensees of noncommercial educational stations** licensed to communities in **Arizona, the District of Columbia, Idaho, Maryland, Michigan, Nevada, New Mexico, Ohio, Utah, Virginia, West Virginia and Wyoming** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed *electronically* with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **Arizona, the District of Columbia, Idaho, Maryland, Michigan, Nevada, New Mexico, Ohio, Utah, Virginia, West Virginia and Wyoming** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies pursuant to Prong 2), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individuals hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of other recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

16

For individuals, the second payment of **estimated tax** for 2003, using IRS Form 1040-ES is due by this date.

July

10

A **Quarterly Issues/Programs List** covering the time period beginning April 1, 2003 and ending June 30, 2003 must be placed in the public inspection file of all radio, full-power television and Class A television stations by this date.

Commercial full-power and Class A television stations must place records in their public inspection file by this date "sufficient to verify compliance" with commercial time limitations for children's programming broadcast during the period April 1, 2003 through June 30, 2003.

Commercial full-power and Class A television stations must complete FCC Form 398 demonstrating their responsiveness to "the educational and informational needs of children" for the period from April 1, 2003 to June 30, 2003, place the completed form in the station's public inspection file, and electronically file the form with the FCC by this date.

Class A television stations are required to maintain documentation in their public inspection files sufficient to demonstrate continuing compliance with the FCC's Class A eligibility requirements. We recommend that Class A television stations generate and place quarterly documentation in their public inspection file by this date.

15

Partnerships given an automatic three-month extension by the IRS should file a 2002 calendar year tax return (Form 1065) by this date.

31

Employers who maintain an employee benefit plan, such as a pension, profit-sharing, or stock bonus plan, must file IRS Form 5500 or 5500-EZ for calendar year 2002 by this date. If a fiscal year is used as the plan year, the appropriate form must be filed by the last day of the seventh month after the plan year ends.

Television stations with locally-produced programming whose signals were carried as distant signals by at least one cable system in 2002 and television stations with locally-produced programming whose signals were carried by at least one satellite carrier for home viewing in 2002 are eligible to file royalty claims for compensation with the Copyright Arbitration Royalty Panel (CARP) in Washington by this date. Under the federal Copyright Act, cable systems and satellite operators must pay "compulsory license" royalties to carry TV signals on their systems. The royalties are used to compensate the owners of copyrighted works broadcast on those signals. After the royalties are collected from cable systems and satellite operators, and claims are filed, proceedings are held by the CARP to divide the royalties among the copyright owner groups who claim shares of the royalty fund. The annual royalty fund for cable exceeds \$100 million, and the annual royalty fund for satellite exceeds \$80 million. Stations that do not file claims by the deadline will not be able to collect any royalties for carriage of their signal during 2002. Royalty claims must include basic station information, as well as information regarding the copyrighted works for which the claim is made. Station group owners can file a single claim for the group, but must list each station individually on the claim in order for each station to qualify for royalties.

August

1

Radio and FM translator stations licensed to communities in North Carolina and South Carolina must file their license renewal applications with the FCC by this date. In addition, beginning on this date, those licensees must begin broadcasting six post-filing license renewal announcements. These announcements must air on August 1, August 16, September 1, September 16, October 1 and October 16. At least three of these announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. At least one announcement must air in each of the following time periods: between 9:00 a.m. and noon, between noon and 4:00 p.m., and between 7:00 p.m. and midnight. Licensees whose stations do not operate between 7:00 a.m. and 9:00 a.m. or 4:00 p.m. and 6:00 p.m. should broadcast at least three of the six required announcements during the first two hours of broadcast operation on the designated days.

Radio and FM translator stations licensed to communities in Florida, Puerto Rico and the Virgin Islands must begin broadcasting the first of four pre-filing license renewal announcements on this date. The remaining announcements must air on August 16, September 1 and September 16. At least two of these four announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. Licensees whose stations do not operate during these hours should broadcast at least two of the four announcements during the first two hours of broadcast operation on the designated days.

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of natural persons) that operate commercial broadcast stations licensed to communities in **California, Illinois, North Carolina, South Carolina and Wisconsin** must **electronically** file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, licensees of **noncommercial educational stations** licensed to communities in **California, Illinois, North Carolina, South Carolina and Wisconsin** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed **electronically** with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **California, Illinois, North Carolina, South Carolina and Wisconsin** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies pursuant to Prong 2), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individuals hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of other recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

September 30 is the deadline by which **broadcasters who are subject to the federal Equal Employment Opportunity Commission's (EEOC) reporting requirements must file their EEO-1 Report (Form 100)**. Now is a prudent time to begin the process of completing the form for filing at the end of next month. All employers with 100 or more employees must file the report, which may cover any specified payroll period during July, August or September of this year, or any other period which has been approved in advance by the EEOC. Any group which legally constitutes a single enterprise and which has 100 or more employees must file at least three reports: one for its headquarters, one for each station that employs 50 or more persons, and one consolidated report which lists all employees, plus a list including the name, address, total employment and major activity (broadcasting) of each station employing less than 50 persons. These reports must be submitted by the headquarters office as a single package. Employers who filed last year should receive this year's filing material in the mail from the EEOC. For more information, the EEOC can be contacted at 202-663-4958 or the EEOC Joint Reporting Committee can be reached at 757-461-1213.

15

Individuals who received an **automatic four-month extension** to file an income tax return for 2002, must file Form 1040, 1040A, or 1040EZ along with any tax, interest or penalties due by this date. Individuals needing an additional two-month extension must file Form 2688 by this date.

September

The FCC will announce by *Public Notice* the dates during this month by which **annual regulatory fees** must be filed with the FCC.

Note that the **EEO-1 Report** must be filed by **September 30**. See the discussion above in August.

15

For individuals, the third payment of **estimated tax** for 2003, using IRS Form 1040-ES is due by this date.

C corporations and S corporations that made timely requests for an automatic six-month extension to file an income tax return should file a 2002 calendar year income tax return (Form 1120, 1120-A or 1120S and pay any tax due.

October

1

Radio and FM translator stations licensed to communities in Florida, Puerto Rico and the Virgin Islands must file their license renewal applications with the FCC by this date. In addition, beginning on this date, those licensees must begin broadcasting six post-filing license renewal announcements. These announcements must air on October 1, October 16, November 1, November 16, December 1 and December 16. At least three of these announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. At least one announcement must air in each of the following time periods: between 9:00 a.m. and noon, between noon and 4:00 p.m., and between 7:00 p.m. and midnight. Licensees whose stations do not operate between 7:00 a.m. and 9:00 a.m. or 4:00 p.m. and 6:00 p.m. should broadcast at least three of the six required announcements during the first two hours of broadcast operation on the designated days.

Radio and FM translator stations licensed to communities in Alabama and Georgia must begin broadcasting the first of four pre-filing license renewal announcements by this date. The remaining announcements must air on October 16, November 1 and November 16. At least two of these four announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. Licensees whose stations do not operate during these hours should broadcast at least two of the four announcements during the first two hours of broadcast operation on the designated days.

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of

natural persons) that operate commercial broadcast stations licensed to communities in **Alaska, American Samoa, Florida, Guam, Hawaii, Iowa, the Mariana Islands, Missouri, Oregon, Puerto Rico, the Virgin Islands and Washington** must *electronically* file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, licensees of **noncommercial educational stations** licensed to communities in **Alaska, American Samoa, Florida, Guam, Hawaii, Iowa, the Mariana Islands, Missouri, Oregon, Puerto Rico, the Virgin Islands and Washington** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed *electronically* with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **Alaska, American Samoa, Florida, Guam, Hawaii, Iowa, the Mariana Islands, Missouri, Oregon, Puerto Rico, the Virgin Islands and Washington** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies pursuant to Prong 2), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individuals hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of other recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

In addition, those television stations with five or more full-time employees licensed to communities in **Alaska, Hawaii, Oregon, Washington, American Samoa, Guam and the Mariana Islands** reach the midpoint in their license terms on this date and must file their report on EEO compliance using FCC Form 397 (Broadcast Mid-term Report) with the FCC by this date.

10

A **Quarterly Issues/Programs List** covering the time period beginning July 1, 2003 and ending September 30, 2003 must be placed in the public inspection file of all radio, full-power television and Class A television stations by this date.

Commercial full-power and Class A television stations must place records in their public inspection file by this date "sufficient to verify compliance" with commercial time limitations for children's programming broadcast during the period July 1, 2003 through September 30, 2003.

Commercial full-power and Class A television stations must complete FCC Form 398 demonstrating their responsiveness to "the educational and informational needs of children" for the period from July 1, 2003 to September 30, 2003 and place the completed form in the station's public inspection file, and electronically file the form with the FCC by this date.

Class A television stations are required to maintain documentation in their public inspection files sufficient to demonstrate continuing compliance with the FCC's Class A eligibility requirements. We recommend that Class A television stations generate and place quarterly documentation in their public inspection file by this date.

November

None

December**1**

Radio and FM translator stations licensed to communities in Alabama and Georgia must file their license renewal applications with the FCC by this date. In addition, beginning on this date, those licensees must begin broadcasting six post-filing license renewal announcements. These announcements must air on December 1, December 16, January 1, January 16, February 1 and February 16. At least three of these announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. At least one announcement must air in each of the following time periods: between 9:00 a.m. and noon, between noon and 4:00 p.m., and between 7:00 p.m. and midnight. Licensees whose stations do not operate between 7:00 a.m. and 9:00 a.m. or 4:00 p.m. and 6:00 p.m. should broadcast at least three of the six required announcements during the first two hours of broadcast operation on the designated days.

Radio and FM translator stations licensed to communities in Arkansas, Louisiana and Mississippi

must begin broadcasting the first of four pre-filing license renewal announcements on this date. The remaining announcements must air on December 16, January 1 and January 16. At least two of these four announcements must air between 7:00 a.m. and 9:00 a.m. and/or 4:00 p.m. and 6:00 p.m. Licensees whose stations do not operate during these hours should broadcast at least two of the four announcements during the first two hours of broadcast operation on the designated days.

Under the FCC's biennial ownership reporting scheme, which began in 1999, **all licensees** (other than sole proprietorships or partnerships composed entirely of natural persons) that operate commercial broadcast stations licensed to communities in **Alabama, Colorado, Connecticut, Georgia, Maine, Massachusetts, Minnesota, Montana, New Hampshire, North Dakota, Rhode Island, South Dakota and Vermont** must *electronically* file FCC Form 323 (Ownership Report for Commercial Broadcast Stations, June 2002 edition) by this date. A fee of \$50 must be paid for each station reported on Form 323. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323.

In addition, licensees of **noncommercial educational stations** licensed to communities in **Alabama, Colorado, Connecticut, Georgia, Maine, Massachusetts, Minnesota, Montana, New Hampshire, North Dakota, Rhode Island, South Dakota and Vermont** must file Form 323-E (Ownership Report for Noncommercial Educational Broadcast Station, June 2002 edition) by this date. Licensees who have had no changes since the 2001 filing may file a Certificate of No Change in Ownership in lieu of the full Form 323-E. Noncommercial educational stations do not have to pay a filing fee, and their Form 323-E must be filed *electronically* with the FCC.

Under the FCC's new EEO rule adopted last year, broadcast stations licensed to communities in **Alabama, Colorado, Connecticut, Georgia, Maine, Massachusetts, Minnesota, Montana, New Hampshire, North Dakota, Rhode Island, South Dakota and Vermont** must place in their public inspection file (and post on the station website, if there is one) a report regarding station compliance with the EEO rule by this date. The report must contain the following information: (a) a list of all full-time job vacancies filled during the preceding year, identified by job title; (b) recruitment sources used to fill each of those job vacancies (including organizations entitled to notification of job vacancies), including the address, contact person, and telephone number of each recruitment source; (c) a list of the recruitment sources that referred the individuals hired for each full-time job vacancy that was filled; (d) data reflecting the total number of persons interviewed for full-time job vacancies during the preceding year and the total number of interviewees referred by each recruitment source; and (e) a list and brief description of

other recruitment outreach efforts from the FCC's menu of choices that the station implemented during the preceding year.

In addition, those television stations with five or more full-time employees licensed to communities in **Connecticut, Massachusetts, Maine, New Hampshire, Vermont and Rhode Island** reach the midpoint in their license terms on this date and must file their report on EEO compliance using FCC Form 397 (Broadcast Mid-term Report) with the FCC by this date.

FCC Form 317 (Annual DTV Ancillary/ Supplementary Services Report for Commercial Digital Television Stations, October 2000 edition) must be filed with the FCC in Washington, DC by this date, by all DTV licensees. If a licensed DTV station provided ancillary or supplementary services during the 12-month time period ending on the preceding September 30, the station is required to remit five percent of the gross revenue from such services directly to Mellon Bank in Pittsburgh, Pennsylvania concurrently with the filing of Form 317.

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