

EEO PUBLIC FILE REPORT

A station may accumulate the relevant information for the past year (using the previous EEO Internal Job Vacancy Summary Form) and place a completed EEO Public File Report in the public inspection file annually on the anniversary of the deadline for filing its license renewal application.

A. Full-Time Vacancies Filled During Past Year

| | |
|---------------------------------------|--------------------------------|
| 1. Job Title: Digital Director | Date Filled: 08/12/2024 |
| 1. Job Title: Editor In Chief | Date Filled: 04/11/2025 |

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

1. Job Title: Digital Director Date Filled: 08/12/2024

| Source | Contact Person | Address | Tel # | Referred Person Hired? |
|---|---------------------------|--|--------------|------------------------|
| In House Posting | Sheila Wetherell | 3501 E Sangamon Ave Springfield, IL 62703 | 217-753-5400 | No |
| Saga Corporate Website & All Station Websites | Laura Grillo | On-Line Posting | 313-886-7070 | No |
| Illinois Broadcasters Association | Debra Gray | On-Line Posting | 217-793-2636 | No |
| Indeed.com | Online Job Bank/Sheila W. | On-Line Posting | | No |
| LinkedIn | Chris Bullock | On-Line Posting | | No |
| Radio Commercials | Chris Bullock | 3501 E Sangamon Ave Springfield, IL 62703 | 217-753-5400 | Yes |
| Employee Referral | | 3501 E Sangamon Ave Springfield, IL 62707 | 217-753-5400 | No |

1. Job Title: Editor In Chief Date Filled: 04/11/2025

| | | | | |
|---|---------------------------|--|--------------|-----|
| In House Posting | Sheila Wetherell | 3501 E Sangamon Ave Springfield, IL 62703 | 217-753-5400 | No |
| Saga Corporate Website & All Station Websites | Laura Grillo | On-Line Posting | 313-886-7070 | No |
| Illinois Broadcasters Association | Debra Gray | On-Line Posting | 217-793-2636 | No |
| Indeed.com | Online Job Bank/Sheila W. | On-Line Posting | | No |
| LinkedIn | Chris Bullock | On-Line Posting | | No |
| Employee Referral | Chris Bullock | 3501 E Sangamon Ave Springfield, IL 62707 | 217-753-5400 | Yes |
| Radio Insight | Chris Bullock | On-Line Posting | | No |

| C. Total Number of Persons Interviewed for All Full-Time Vacancies Filled During The Past Year (this will be a raw number): | | | | 6 |
|---|------------------|--|--------------|---------------------------------|
| D. Total Number of Interviews for All Full-Time Vacancies Filled During The Past Year Per Recruitment/Referral Sources: | | | | |
| Referral Source | Contact Person | Address | Tel # | Number Of Interviewees Referred |
| Employee Referral | Chris Bullock | 3501 E Sangamon Ave Springfield, IL 62707 | 217-753-5400 | 1 |
| In House Posting | Sheila Wetherell | 3501 E Sangamon Ave Springfield, IL 62703 | 217-753-5400 | 4 |
| Radio Commercials | Chris Bullock | 3501 E Sangamon Ave Springfield, IL 62707 | 217-753-5400 | 1 |
| | | | | |
| | | | | |
| E. Outreach Activities | | | | |
| Attach a list and brief description of all outreach activities performed during the past year. Stations may attach copies of the Outreach Activity Description Forms included in this section for these purposes. | | | | |

OUTREACH ACTIVITY DESCRIPTION FORM

| | |
|--|-------------------|
| Year: 2024-25 | Name of Activity: |
| Description of Initiative: Training and Mentoring Programs | |
| Saga Communications of Illinois continued our training and mentoring program for the staff. Both programs will enable an employee to acquire skills that could qualify them for a higher-level position in another department. The program is individualized, and the training or mentoring period depends on the position of the employee and their needs and desires. The program information is posted in high traffic/visible areas of the office. | |
| | |
| Description of Initiative: Paid Internship Program | |
| Saga Communications of Illinois has an established Internship program that is designed to assist members of the community to acquire skills needed for broadcast employment. Internships are paid. All interns may receive training in the fields of promotions, marketing, sales, on-air work, business office, engineering, and/or production. Internship flyers are handed out at all participating job fairs and sent to local area colleges. | |
| | |
| Description of Initiative: Participate in other activities to disseminate information as to employment opportunities in broadcasting | |
| | |
| Description of Initiative: Notifying Community Groups | |
| Saga Communications of Illinois made on-air announcements on a weekly basis which alert qualified groups that they may request to be placed on our job recruitment list which is utilized when a vacancy is available. The commercial copy explains what steps an organization must take to receive notifications of job vacancies at our stations. | |

| |
|---|
| |
| Description of Initiative: Participation in Other Activities |
| Saga Communications of Illinois "Career Center". A brochure was created that discusses Our Mission, Services and Radio Careers. This brochure is available at our front desk and is distributed at all job fairs attended by Saga Communications of Illinois. |
| |
| Description of Initiative: Provide Training to management level personnel to ensure EEO and prevent discrimination |
| Saga Communications of Illinois, LLC continues to ensure EEO and prevent discrimination through the following means: <ol style="list-style-type: none"> 1. The Business Manager discusses with each department head EEO regulations when a position becomes available in their department and reminds them to work within the EEO guidelines when going through the application/interview process. 2. Our EEO Poster is posted in a high traffic/visible area of the office for all employees to see. 3. The company EEO policy is stated on Page 7 of the Saga handbook that all employees receive upon hire and also receive when the handbook is revised. (Latest revision August 26, 2019) 4. All Employees, both full-time and part-time go through a series of training videos each year concerning Anti-harassment and Anti-discrimination prevention. |
| |
| Description of Initiative: Scholarship Program |
| Saga Communications of Illinois has established a scholarship to assist Lincoln Land Community College students interested in pursuing a career in broadcasting financial assistance. |
| |
| Description of Initiative: Participation in Job Fairs |
| Saga Communications of Illinois has participated in the following Job Fairs: <p>Greater Springfield Chamber Job Fair – on 08/27/2024 and 03/25/25. Not only did we participate in both Chamber job fairs we were also Radio sponsors by promoting the job fair on all of our radio stations.</p> <p>Eastern Illinois University Media Internship and Job Fair – on 04/01/2025</p> <p>Saga Communications of Illinois will continue participating in job fairs on an ongoing basis.</p> |
| |

Digital Director/Graphic Designer

Capitol Radio Group

Springfield, IL

Capitol Radio Group is seeking an experienced digital specialist to manage all aspects of our non-terrestrial business. In addition, graphic design aptitude is important as many of the tasks required will necessitate some melding of design and digital oversight.

Experience as a web master and/or social media management is a plus, but not required. The seven stations of the Capitol Radio Group consider social media to be an important part of our listener outreach and engagement. As Digital Director, the candidate will manage our social media and publish sponsored advertisements and marketing material to social media accounts with the stated goal of increasing the roster of listeners who engage with each platform including Facebook, Twitter, Instagram and others.

Our eight websites are additional ways of building relationships with our listeners and clients. The Digital Director will oversee the content and updating of all websites so as to promote fresh new content while eliminating dated content, broken links and expired data. Our umbrella site, *capitolradiogroup.com* has been developed as a tool for current and future advertisers to access media kits, marketing information, research and other valuable materials. The Digital Director will update and enhance this site using Word Press.

Contesting is another important way for our stations to engage our listeners while harvesting data for residual contact with listeners. Second Street is the software that is generally used for such contesting and would fall under the duties of Digital Director.

In the fall or early winter of 2018, Capitol Radio Group will add digital advertising platforms to our offerings. The ideal candidate would be expected to coach sales team on the array of digital products, make recommendations on the type of digital advertising that would best deliver success for the client and occasionally accompany the account executive on sales calls to support the recommendations.

Graphic design skills are imperative in all aspects of the job. Graphics duties range from designing wraps for station vehicles to display advertising on websites and social media, designing banners for specific promotions and other graphics duties as assigned.

Candidates should possess good marketing instincts along with excellent written and verbal communication skills. College degree in marketing or strategic communications preferred but not required. Send your resume with a cover letter that tells us why you're the perfect candidate to careers@capitolradiogroup.com. Saga Communications is an equal opportunity employer.

Sheila Wetherell

From: Sheila Wetherell
Sent: Tuesday, July 23, 2024 4:01 PM
To: Debra Gray; Laura Grillo; Michelle Underwood
Cc: Sheila Wetherell
Subject: Digital Director FT position for Capitol Media Group

Will you please post the below Digital Director position....

Digital Director

Capitol Media Group is looking for our next Digital Director. Our Digital Director manages all of our radio station websites, e-blasts, social media, and helps with graphics design. If you enjoy working in a fast-paced environment...if you are good with graphics placement and can be creative in design and writing...and if you can operate with deadlines, we want to talk to you! Knowledge of Word Press is helpful, as well as Microsoft Office Products. Knowledge of using Facebook, Instagram, and Twitter is also a big plus. Our websites are managed with a back-end tool, so HTML knowledge is helpful but not necessary. We all wear a lot of hats at the Capitol Media Group. The person we hire will work closely with our Promotions Director, and the sales and programming teams. We're looking for someone with a great attitude and personality, and someone who can work well with others.

To apply, please send your resume to careers@capitolmediagr.com and put DIGITAL in the subject line.

Capitol Media Group is an equal opportunity employer.



Sheila Wetherell

Business Manager | Capitol Media Group • Cascade Radio Group

Illini Media Group

Contact Information:

☎: 217.390.2078 | 📠: 217.352.4223 | ✉: swetherell@sagacom.com

2603 W Bradley Avenue | Champaign, IL 61821

Sheila Wetherell

From: Laura Grillo
Sent: Wednesday, July 24, 2024 10:04 AM
To: Sheila Wetherell; Debra Gray; Michelle Underwood
Cc: Annette Calcaterra
Subject: RE: Digital Director FT position for Capitol Media Group
Attachments: Digital Director – Capitol Media Group - Saga Communications.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

Please see attached PDF and link below :)

[Digital Director – Capitol Media Group - Saga Communications](#)

Laura Grillo / Administrative Assistant

Saga Communications, Inc. | 73 Kercheval, Suite 201 | Grosse Pointe Farms, MI 48236
P: +1 313 886 7070 | F: +1 313 886 7150 | E: lgrillo@sagacom.com

From: Sheila Wetherell <SWetherell@illinimediagroup.com>
Sent: Tuesday, July 23, 2024 5:01 PM
To: Debra Gray <dgray@ilba.org>; Laura Grillo <lgrillo@sagacom.com>; Michelle Underwood <MUnderwood@illinimediagroup.com>
Cc: Sheila Wetherell <SWetherell@illinimediagroup.com>
Subject: Digital Director FT position for Capitol Media Group

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Digital Director

Capitol Media Group is looking for our next Digital Director. Our Digital Director manages all of our radio station websites, e-blasts, social media, and helps with graphics design. If you enjoy working in a fast-paced environment...if you are good with graphics placement and can be creative in design and writing...and if you can operate with deadlines, we want to talk to you! Knowledge of Word Press is helpful, as well as Microsoft Office Products. Knowledge of using Facebook, Instagram, and Twitter is also a big plus. Our websites are managed with a back-end tool, so HTML knowledge is helpful but not necessary. We all wear a lot of hats at the Capitol Media Group. The person we hire will work closely with our Promotions Director, and the sales and programming teams. We're looking for someone with a great attitude and personality, and someone who can work well with others.

To apply, please send your resume to careers@capitolmediagrp.com and put DIGITAL in the subject line.

Capitol Media Group is an equal opportunity employer.

Sheila Wetherell

From: Indeed <no-reply@indeed.com>
Sent: Wednesday, July 24, 2024 1:36 PM
To: Sheila Wetherell
Subject: Your Digital Director job is live on Indeed!

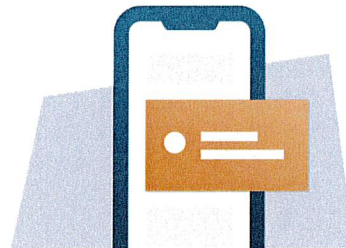
Follow Up Flag: Follow up
Flag Status: Completed

[EXTERNAL] This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

indeed For Employers

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Your job is live!




Your **Digital Director** role for
Capitol Medical Group in
Springfield,IL,62707 is ready for job
seekers to see!

[View the posting](#)

**Free postings are live
for 30 days.**

Your job will pause on 08/23/2024

[Find Jobs](#)

 **This job has expired on Indeed**
Reasons could include: the employer is not accepting applications, is not actively hiring, or is reviewing applications

Digital Director

[Capitol Medical Group](#) 

3501 East Sangamon Avenue, Springfield, IL 62707

\$40,000 - \$50,000 a year - Full-time



Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Show fewer 

Full job description

Capitol Media Group is looking for our next Digital Director. Our Digital Director manages all of our radio station websites, e-blasts, social media, and helps with graphics design. If you enjoy working in a fast-paced environment...if you are good with graphics placement and can be creative in design and

writing...and if you can operate with deadlines, we want to talk to you! Knowledge of Word Press is helpful, as well as Microsoft Office Products. Knowledge of using Facebook, Instagram, and Twitter is also a big plus. Our websites are managed with a back-end tool, so HTML knowledge is helpful but not necessary. We all wear a lot of hats at the Capitol Media Group. The person we hire will work closely with our Promotions Director, and the sales and programming teams. We're looking for someone with a great attitude and personality, and someone who can work well with others.

To apply, please send your resume to careers@capitolmediagr.com and put DIGITAL in the subject line.

Capitol Media Group is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$40,000.00 - \$50,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Associate (Preferred)

Ability to Relocate:

- Springfield, IL 62707: Relocate before starting work (Required)

Work Location: In person


Report job

Company and salary information



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[Work at Indeed](#) [Countries](#) [About](#) [Help](#) [ESG at Indeed](#)

© 2025 Indeed [Your Privacy Choices](#)  [Accessibility at Indeed](#) [Privacy Center and Ad Choices](#) [Terms](#)

Job description

Capitol Media Group is looking for our next Digital Director. Our Digital Director manages all of our radio station websites, e-blasts, social media, and helps with graphics design. If you enjoy working in a fast-paced environment...if you are good with graphics placement and can be creative in design and writing...and if you can operate with deadlines, we want to talk to you! Knowledge of Word Press is helpful, as well as Microsoft Office Products. Knowledge of using Facebook, Instagram, and Twitter is also a big plus. Our websites are managed with a back-end tool, so HTML knowledge is helpful but not necessary. We all wear a lot of hats at the Capitol Media Group. The person we hire will work closely with our Promotions Director, and the TV and programming teams. We're looking for someone with a great attitude and personality, and someone who can work well with others.

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Schedule

- 8 hour shift
- Monday to Friday

Education

- Associate (Preferred)

Ability to Relocate

- Springfield, IL 62707 Relocate before starting work (Required)

Work Location: In person

[← Back to jobs](#)

Digital Director

Capitol Medical Group – Springfield, IL

[Add or remove tags](#)

[Sponsor this job](#)



Current Opening

Springfield, IL:

EDITOR-IN-CHIEF

Full-time position

Capitol Media Group is looking for an experienced, driven, digital-savvy journalism leader for the local news site CapitolCityNow.com

The editor-in-chief is responsible for the publication of all site content; works with the WTAX Radio News Team; and collaborates with the advertising team to ensure a robust news site that meets the community's needs.

Typical duties will include:

- Using sound news judgment to make editorial decisions on site content.
- Representing the site to the community in public and on social media.
- Using digital tools to analyze site metrics to inform decision-making.
- Story writing each day in a variety of news categories including hard news and feature stories
- Constant collaboration with the WTAX News Director and team

The ideal candidate will have:

- A bachelor's degree in journalism, communications, or a related field.
- Five or more years of journalism or broadcast news experience
- Skills to anchor a broadcast newscast
- Board operation and / or on air skills to serve as a talk show host fill-in
- Top-notch writing and editing ability.
- Leadership skills for effective work in a collaborative, supportive environment.
- Experience with digital content management systems.
- Active engagement in social media platforms.
- The ability to learn and adapt quickly to emerging technologies.

Salary will be based on experience. It includes fantastic benefits and the opportunity to enjoy a career in digital and broadcast journalism. This is an in-person position, and reliable transportation is required.

Qualified applicants should apply to General Manager Chris Bullock, Capitol Radio Group, 3501 E. Sangamon Ave, Springfield IL 62707, or send a resume and cover letter to careers@capitolmediagr.com.

Capitol Media Group is a division of Saga Communications and an Equal Opportunity Employer.

CAPITOL MEDIA GROUP

3501 E. Sangamon Ave., Springfield, IL 62707 • Telephone 217-753-5400

Sheila Wetherell

From: Sheila Wetherell
Sent: Tuesday, March 25, 2025 1:00 PM
To: Laura Grillo; Debra Gray
Cc: Sheila Wetherell
Subject: Job Postings for Champaign and Springfield IL
Attachments: Editor In Chief - SPR - 03.25.25.docx; Media Advisor - SPR - 03.25.25.docx; Radio and Digital Media Advisor - CMP - 03.25.25.docx

Thank you.



Sheila Wetherell

Business Manager | Capitol Media Group • Illini Media Group

Pacific Northwest Media Group

Contact Information:

☎: 217.390.2078 | 📠: 217.352.4223 | ✉: swetherell@sagacom.com

2603 W Bradley Avenue | Champaign, IL 61821

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Sheila Wetherell

From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@sagacomit.com>
To: Debra Gray
Sent: Tuesday, March 25, 2025 1:01 PM
Subject: Relayed: Job Postings for Champaign and Springfield IL

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

[Debra Gray \(dgray@ilba.org\)](mailto:dgray@ilba.org)

Subject: Job Postings for Champaign and Springfield IL



Job Postings for
Champaign and...

Sheila Wetherell

From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@sagacomit.com>
To: Laura Grillo
Sent: Tuesday, March 25, 2025 1:01 PM
Subject: Delivered: Job Postings for Champaign and Springfield IL

Your message has been delivered to the following recipients:

[Laura Grillo \(lgrillo@sagacom.com\)](mailto:lgrillo@sagacom.com)

Subject: Job Postings for Champaign and Springfield IL



Job Postings for
Champaign and...

Sheila Wetherell

From: Laura Grillo
Sent: Wednesday, March 26, 2025 11:32 AM
To: Sheila Wetherell; Debra Gray
Cc: Annette Calcaterra
Subject: RE: Job Postings for Champaign and Springfield IL
Attachments: MEDIA ADVISOR – Capitol Media Group - Saga Communications.pdf; EDITOR-IN-CHIEF – Capitol Media Group - Saga Communications.pdf; RADIO AND DIGITAL MEDIA ADVISOR – Illini Media Group - Saga Communications.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

Please see attached links and PDFs for job postings. They will expire by default on April 25, 2025.

[RADIO AND DIGITAL MEDIA ADVISOR – Illini Media Group - Saga Communications](#)

[EDITOR-IN-CHIEF – Capitol Media Group - Saga Communications](#)

[MEDIA ADVISOR – Capitol Media Group - Saga Communications](#)

Laura Grillo / Administrative Assistant

Saga Communications, Inc. | 73 Kercheval, Suite 201 | Grosse Pointe Farms, MI 48236
P: +1 313 886 7070 | F: +1 313 886 7150 | E: lgrillo@sagacom.com

From: Sheila Wetherell <SWetherell@illinimediagroup.com>
Sent: Tuesday, March 25, 2025 2:00 PM
To: Laura Grillo <lgrillo@sagacom.com>; Debra Gray <dgray@ilba.org>
Cc: Sheila Wetherell <SWetherell@illinimediagroup.com>
Subject: Job Postings for Champaign and Springfield IL

Thank you.



Sheila Wetherell

Business Manager | Capitol Media Group • Illini Media Group
Pacific Northwest Media Group

Contact Information:

☎: 217.390.2078 | 📠: 217.352.4223 | ✉: swetherell@sagacom.com

2603 W Bradley Avenue | Champaign, IL 61821

Sheila Wetherell

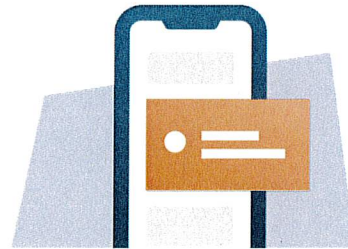
From: Indeed <no-reply@indeed.com>
Sent: Tuesday, March 25, 2025 2:22 PM
To: Sheila Wetherell
Subject: Your EDITOR-IN-CHIEF job is live on Indeed!

[EXTERNAL] This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

 For Employers

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Your job is live!



Your **EDITOR-IN-CHIEF** role for
Capitol Media Group in
Springfield,IL,62707 is ready for job
seekers to see!

[View the posting](#)

What Job title, keywords, or com

Where Sadorus, IL

Find Jobs

EDITOR-IN-CHIEF

Capitol Media Group

3501 East Sangamon Avenue, Springfield, IL 62707

\$35,000 - \$58,000 a year - Full-time

Apply now



Profile insights

Find out how your skills align with the job description

Skills

Do you have experience in **Writing skills**?

Yes

No

Education

Do you have a **Bachelor's degree**?

Yes

No

Job details

Pay

\$35,000 - \$58,000 a year

Job type

Full-time

Shift and schedule

Monday to Friday On call

Benefits

Qualified applicants should apply to General Manager Chris Bullock, Capitol Radio Group, 3501 E. Sangamon Ave, Springfield IL 62707, or send a resume and cover letter to careers@capitolmediagr.com.

Capitol Media Group is a division of Saga Communications and an Equal Opportunity Employer.

Job Type: Full-time

Pay: \$35,000.00 - \$58,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- On call

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

Company and salary information



Jobs with similar titles



Similar job categories



Career Guide articles



LATEST



WRNR Sets Date For Official Relaunch
2 HOURS AGO



SiriusXM To Launch Pro Wrestling Channel
6 HOURS AGO



KHAK's Brain & Courtlin Expand To KOEL-FM
1 DAY AGO



Capitol Media Group

MORNINGS ON WTAX!

Heritage News Talk 93.9 / AM 1240 WTAX in Springfield, Illinois, is looking for our next full-time morning show host! Our current long-time host has left us for another job, and this means we have a rare opportunity in the Capital City! If you have a reason to be in Central Illinois, and you can bring an energetic and engaging morning show, you could be the person we're looking for!

The morning show airs from 5:30am to 9am Monday-Friday. It is a highly active LIVE talk show, with a multitude of local guests and local content.

Qualified applicants will be able to engage on the air with guests, clients, listeners and the community. You would make connections and plan your daily show. We're looking for someone who can be highly involved and visible in the Springfield community. The WTAX Morning show features a variety of local leaders including tourism, business, charity and politicians. This is a highly popular, high profile morning show that features local news at the top and bottom of the hour from our News Director and news team.

Social media and simple video skills are a must. We have a big online news site in CapitolCityNow.com, and working with and posting to that site is also important.

We offer health insurance which can include dental and eyecare, a 401K savings plan, plus paid vacation.

The skills to voice-track one of our music stations is also helpful.

If you are interested, please send your materials to careers@capitolmediagr.com

Capitol Media Group / Saga Communications is an equal opportunity employer.

*Radio Insight
Online Posting*



To: All Capitol Media Group Employees

Fr: Chris Bullock

Re: Employee Mentoring Program

We are most interested in your future. If you feel like you may want to explore advancement opportunities within the Capitol Media Group, we are making available an EMPLOYEE MENTORING PROGRAM.

In order to determine interest one must first define "advancement". What some may see as advancement other see otherwise.

Therefore, we will gladly provide Advancement Training that could specifically lead to any Department Head Level.

General Manager
Program Director
Business Manager
Promotions Director
Chief Engineer

If you have any other positions that you would personally consider advancement, please let us know. The purpose of these training programs is to educate you about a position as well as help you acquire skills that could qualify you for a higher level position should an opening occur.

This Mentoring Program does not guarantee your advancement into this or another position nor does it change the criteria under which a selection for a position is made should a position become available.

These program(s) will be administered on a per request basis.

Please direct your requests to Sheila Wetherell.



To: All Capitol Media Group Employees

Fr: Chris Bullock

Re: Employee Advancement Training Program

We are most interested in your future. If you feel like you may want to explore advancement opportunities within the Capitol Media Group, we are making available an EMPLOYEE ADVANCEMENT TRAINING PROGRAM.

In order to determine interest one must first define "advancement". What some may see as advancement other see otherwise.

Therefore, we will gladly provide Advancement Training that could specifically lead to any Department Head Level.

General Manager
Program Director
Business Manager
Promotions Director
Chief Engineer

If you have any other positions that you would personally consider advancement, please let us know. The purpose of these training programs is to educate you about a position as well as help you acquire skills that could qualify you for a higher level position should an opening occur.

This Training Program does not guarantee your advancement into this or another position nor does it change the criteria under which a selection for a position is made should a position become available.

These program(s) will be administered on a per request basis.

Please direct your requests to Sheila Wetherell.

12 Week Internship Program

WEEK ONE

Tour stations

Promotions

Programming Discussion

Program Directors/Brand Managers:

- Market Dynamics
- Formats
- Music
- Selector Systems
- Research
- Programming Staff
- Automation vs. Live
- Production

WEEK TWO

Promotions

Promotions

- The Marketing Model
- Contests and Giveaways
- Image
- Community Involvement
- Sales Promotion vs. Programming Promotion
- Remotes

WEEK THREE

Morning Shows

- Sit in on morning shows
- Attend morning show meetings
- Show prep
- Image

WEEK FOUR

News and Public Affairs

News Director & WTAX Morning Show

- News for radio
- Writing newscasts
- Public Service Announcements

WEEK TEN

Engineering

Chief Engineer

- Tour of transmitter
- Rules and regulations
- Digital vs. Analog
- Audio processing

Production

Production Director

- Recording basics
- S.A.W.
- Copy writing
- Voice coaching

WEEK ELEVEN

Music, Talent and Research

Program Directors/Brand Managers

- Music selection
- Perpetual research
- Strategic research
- Maximiser research
- Air talent accountability
- Competition

WEEK TWELVE

Wrap-up

Promotions

- Overview
- Questions and answers

Sales Order

Stations: WDBR-FM, WDBR-HD2, WDBR-HD3,
 WDBR-HD4, WLFZ-FM, WTAX-AM-FM, WYMG-FM
 Contract Name: EOE 2024
 Contract#: 20009693
 Start Date: 1/01/24 End Date: 12/31/24
 Revenue Type: Local Direct Type: Cash
 Advertiser: CAPITOL RADIO GROUP
 Address: 3501 E SANGAMON AVE
 City: SPRINGFIELD State: IL Zip: 62707
 Phone: () -
 Product Name: EOE
 Competitive Code: PSA/Promo

Buyer: _____
 Tax Schedule: _____ (None)
 Agency Commission %: 0
 Billing Cycle: Standard
 Salesperson: 200008cbull Comm %: 0
 Makegood Policy: WITHIN CONTRACT DATES

WDBR-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |
| -1 | 5/27/24 | 6/02/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |
| -2 | 6/24/24 | 6/30/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD2

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|----------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |
| -1 | 10/28/24 | 11/03/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD3

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|---------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD4

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |
| -1 | 9/26/24 | 9/26/24 | | 12:00 AM | 12:00 AM | 30 | | | | 1 | | | | 1 | W | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WLFZ-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |
| -1 | 6/24/24 | 6/30/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WTAX-AM-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |
| -1 | 5/06/24 | 5/12/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |
| -2 | 8/19/24 | 8/25/24 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WYMG-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | RATE | TOTALS | | PTY | | |
|---------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|------|--------|------|------|-------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | | Per Wk | D/W | | SPOTS | \$\$ |
| 1 | 1/01/24 | 12/31/24 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1830 | 0.00 | 7 |
| eoe Approved- | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

| | Jan 24 | Feb 24 | Mar 24 | Apr 24 | May 24 | Jun 24 |
|----|--------|--------|--------|--------|--------|--------|
| CA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Jul 24 | Aug 24 | Sep 24 | Oct 24 | Nov 24 | Dec 24 |
| CA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

CAPITOL RADIO
GROUP
Availability of Vacancy
Notice
Sales:
Chris Bullock

WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM, REWIND HD4,
WLFZ-FM, PURE OLDIES HD3

Words: 82, Chars: 553
Len: 30.0 (**Est. Len.:** 29.9)
Cart: 9874
Due: 04-15-24
Run: 01-01-22 — 12-31-24

Script

Capitol Media Group is looking for organizations who regularly distribute information about employment opportunities to job applicants or have job applications to refer. If your organization would like to receive notification of job vacancies at our station, please notify the Business Manager by mail at 3501 East Sangamon Avenue, Springfield, IL 62707; or email swetherell@sagacom.com with your contact information.

Capitol Media Group is an equal opportunity employer and encourages minorities and females to apply.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

VOICE PREF

specifically: Chris to vox

PRONUNCIATION

Sales Order

Stations: WDBR-FM, WDBR-HD2, WDBR-HD3, WDBR-HD4, WLFZ-FM, WTAX-AM-FM, WYMG-FM
 Buyer: _____
 Contract Name: EOE 2025 Agency Commission %: 0
 Contract#: 18693 Billing Cycle: Standard
 Start Date: 1/01/25 End Date: 12/31/25 Salesperson: 200008cbull Comm %: 15
 Revenue Type: Local Direct Type: Cash Makegood Policy: WITHIN CONTRACT DATES
 Advertiser: CAPITOL MEDIA GROUP
 Address: 3501 East Sangamon Avenue
 City: Springfield State: IL Zip: 62707
 Phone: () -
 Product Name: EOE
 Comp. Code: PSA/Promo
 Sec. Comp.: Employment/Recruitment

WDBR-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | RATE | TOTALS | | PTY |
|-----|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | | SPOTS | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 |
| eoe | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD2

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | RATE | TOTALS | | PTY |
|-----|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | | SPOTS | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 |
| eoe | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD3

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | RATE | TOTALS | | PTY |
|-----|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | | SPOTS | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 |
| eoe | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD4

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | | |
|-----|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|---|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 |
| eoe | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WLFZ-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|--|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 | |
| eoe | | | | | | | | | | | | | | | | | | | | |
| -1 | 4/28/25 | 5/04/25 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 | |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WTAX-AM-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|--|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 | |
| eoe | | | | | | | | | | | | | | | | | | | | |
| -1 | 6/23/25 | 6/29/25 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 2 | 0.00 | 7 | |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WYMG-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | | |
|-----------------|---------|----------|------------|----------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|--|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ | |
| 1 | 1/01/25 | 12/31/25 | | 12:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 1825 | 0.00 | 7 | |
| eoe | | | | | | | | | | | | | | | | | | | | |
| -1 | 7/07/25 | 7/13/25 | | 12:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | D | 0.00 | 1 | 0.00 | 7 | |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

| | | | | | | |
|----|--------|--------|--------|--------|--------|--------|
| | Jan 25 | Feb 25 | Mar 25 | Apr 25 | May 25 | Jun 25 |
| CA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Jul 25 | Aug 25 | Sep 25 | Oct 25 | Nov 25 | Dec 25 |
| CA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Jan 26 | | | | | |
| CA | 0.00 | | | | | |
| ST | 0.00 | | | | | |

Print Spot Prices

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| | |
|-------------------------|-------|
| TOTAL SPOTS | 12775 |
| GROSS TOTAL \$ | 0.00 |
| ADJUSTED SPOTS | 12773 |
| ADJUSTED TOTAL \$ | 0.00 |

APPROVE DECLINE

- | | | |
|----------------------------------|-----------------------|-------------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | 200008cbull, 12/19/24 @1:19PM |
| <input type="radio"/> | <input type="radio"/> | Business Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Assistant |

CAPITOL RADIO
GROUP
Availability of Vacancy
Notice
Sales:
Chris Bullock

Words: 82, Chars: 553
Len: 30.0 (Est. Len.: 29.9)
Cart: 9874
Due: 04-15-24
Run: 01-01-22 — 12-31-24
WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM, REWIND HD4,
WLFZ-FM, PURE OLDIES HD3

Script

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AD TYPE

- Commercial

PROD NOTES

MUSIC BED

VOICE PREF

specifically: Chris to vox

PRONUNCIATION



www.wtax.com



www.wdbr.com



www.capitolwolf.com



www.wymg.com



www.cool939.com



www.1011theoutlaw.com



www.pureoldies1075.com



Saga Communications of Illinois,
LLC d/b/a Capitol Media Group
is owned by
Saga Communications, Inc.

CMG is not just a "radio
job"...it's a career!
Chris Bullock
General Manager

CAPITOL MEDIA GROUP

Career Center



Our Mission

Attempting to secure a job in the broadcasting industry can be daunting and intimidating. That is why Capitol Media Group created the CMG Career Center.

Our group is the perfect size to help people interested in broadcasting by giving them direction and information about a career with our group or other broadcast station(s).

Our goal is to reach out and facilitate the entry of qualified candidates into our staff or the broadcast field.

Capitol Media Group
WTAX/WDBR/WLFZ/WYMG
Pure Oldies 107.5/Outlaw 101.1/Rewind 93.5
Capitol City Now
3501 East Sangamon Avenue
Springfield, IL 62707

Services

**The Career Center will provide
(upon request):**

Listings and job descriptions of open positions at CMG stations.

Contact information for CMG department heads who are seeking to fill positions.

Information on industry webpages that list open positions.

Information on potential internships with CMG stations.

Speakers to address classes or groups interested in a broadcast career.

Careers

Management

Account Executives

Business Accounting

Traffic

Radio Announcers

Production

Promotions

News

Engineering

The CMG Career Center

217-753-5400

careers@capitolmediagr.com



EMPLOYEE HANDBOOK

Revised August 26, 2019

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AUTHORIZED EXPENSES

Employees will be reimbursed for all reasonable expenses authorized by their General Manager in connection with Company business upon submitting full documentation that reports those expenses in a timely manner on the appropriate Company form.

✓ EQUAL EMPLOYMENT OPPORTUNITY

The Company seeks diversity in its employees and encourages and recognizes contributions from all individuals. It is the Company's policy to provide equal employment opportunities and to prevent and prohibit discrimination against all employees and job applicants based on race, color, age, religion, sex, national origin, disability, or other federal, state or locally prohibited discrimination unrelated to the individual's ability to perform the essential functions of his/her position. This policy applies to all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

If you require a specific religious accommodation or if you are qualified under the Americans with Disabilities Act (ADA or ADAAA) or any state or local laws, we encourage you to engage in an interactive discussion with your supervisor to identify the essential functions of your position and determine what appropriate accommodation the Company can provide to you that will help you perform your essential job duties and/or improve your performance without resulting in an undue hardship to the Company.

If you have any questions regarding this policy or if you believe you have been subject to unlawful employment discrimination, please contact your General Manager, the Company's Senior Vice President, or seek the assistance of any area EEOC office or an appropriate state or local agency.

FALSIFICATION OF COMPANY RECORDS

🗣️ Anti-Harassment - Additional Training for Illinois

These required anti-harassment courses equip Illinois employees and managers to prevent and address workplace harassment, ensuring a respectful, compliant environment.

Hide Completed Only Required



Illinois Anti-Harassment: Introduction to Illinois Harassment and Discrimination

*This course is set to retire in January of 2026. When we think about harassment, we might think about the male executive requiring a female employee to submit to sexual advances in order to keep her job. Or the colleague that keeps pestering their coworker to go on a date. When it comes to discrimination, the employer refusing to hire someone because of their ethnicity might come to mind. We've heard these examples given for years. But under Illinois law, harassment and discrimination don't have to be severe to be unlawful. In this course, we'll define what harassment and discrimination are in your state. We'll also walk you through some common questions that arise surrounding this topic. This introduction will help prepare you for your required anti-harassment



Illinois Anti-Harassment: Illinois Harassment and Discrimination Scenarios

*This course is set to retire in January of 2026. To help you better understand how sexual harassment might appear in the workplace, in this course, we'll provide several scenarios that demonstrate your role in situations involving harassment and discrimination. We'll look at each scenario and then review the correct answer. After watching this program, you should have a solid understanding of what qualifies as harassment and discrimination under the law.

🗣️ Anti-Harassment for All Employees

These required anti-harassment courses equip employees to prevent and address workplace harassment, ensuring a respectful, compliant environment.

Hide Completed Only Required



Understanding Harassment: 01. Introduction to Understanding Harassment

*This course is set to retire in January of 2026. You're likely already familiar with the legal definitions of sexual harassment. These programs are designed to apply that legal knowledge to your actual work environment, with a practical and behavioral perspective, so you can identify and stop harassment before it begins. In this first course, we'll talk about the state of sexual harassment in today's workplace and the kinds of sexual harassment that show up in organizations. We'll go over the parties typically involved, discuss why harassment happens in the first place, and cover the serious, long-reaching effects it has on the workplace.



Understanding Harassment: 02. Understanding Offenders

*This course is set to retire in January of 2026. What kind of person initiates sexual harassment in the first place? Believe it or not, there are seven common personality types that are most likely to engage in sexual harassment. In this course, we'll take an in-depth look at each of these. We'll also cover seven different methods of harassment that often appear in workplaces. This list doesn't encompass all types of sexual harassers and their methods, but it gets us started on identifying the most common types so we can learn how to recognize their harassment and deal with them accordingly.



Understanding Harassment: 03. Understanding Targets

*This course is set to retire in January of 2026. Sexual harassment is always the complete responsibility of the offender. There's no justification for sexual harassment in any situation. To understand why certain individuals are targeted, we need to disprove some common myths concerning sexual harassment in the workplace, which we'll cover in this course. We'll go through various ways to prevent sexual harassment, and we'll talk about why harassment often goes unreported.



Understanding Harassment: 04. Bystander Training

*This course is set to retire in January of 2026. If you witness sexual harassment, you're already involved. Staying silent makes you a part of the problem. So we want to give you the tools to recognize, intervene, and report, when necessary, so that you can be a part of solution. In this course, we'll talk about what sexual harassment looks like from a bystander's viewpoint, what your responsibilities are as a bystander, and what to do when you see harassment happening.

🗣️ Anti-Harassment - Additional Training for Managers and Supervisors

These required anti-harassment courses equip managers to prevent and address...

Hide Completed Only Required



Anti-Harassment: 02. Anti-Harassment for Managers

*This course is set to retire in January of 2026. Perhaps you've seen our program called "Anti-Harassment for Everyone," and if so, that's great. This program specifically for those who have direct reports, so managers or supervisors. Everyone deserves to work in a safe and harassment-free environment, and it's your job as a manager to make that available to your employees. So, in this course, we'll discuss sexual harassment and retaliation in the workplace and what is required of people in management positions. We'll go over the protected classes, define sexual harassment, and discuss the two main kinds of harassment. We'll also look at harassing behaviors that might show up in the workplace and what your responsibilities are when it does happen.



Anti-Harassment: 03. Investigating Harassment Claims

*This course is set to retire in January of 2026. As a manager, you might be called upon to conduct or assist in conducting an investigation of sexual harassment. The EEOC says that whoever conducts a sexual harassment investigation should be well-trained in the skills that are required for interviewing witnesses and evaluating credibility. If you don't have the training or necessary skills, that's okay. That's what HR and lawyers are for. This course is designed to give you an overview of a sexual harassment investigation, so you know what to expect. We'll discuss common questions that investigators ask. We'll go over when and how to take action. We'll also cover some things to consider and common mistakes that you'll want to avoid during an investigation.



Understanding Harassment: 05. Warning Signs

*This course is set to retire in January of 2026. Being a target of sexual harassment can be a harrowing and psychologically devastating experience. It's important for colleagues, supervisors, and even friends or family to know some common signs exhibited by targets of sexual harassment. This isn't an all-inclusive list, and some targets of sexual harassment may not showcase any of these. But knowing these warning signs can help you take care of yourself, your friends and family, and your co-workers. We'll also discuss why it's important to help targets once you start seeing signs.



Understanding Harassment: 06. Healthy Culture

*This course is set to retire in January of 2026. We've talked a lot about the explicit things that are unacceptable in the workplace. But there are a lot of gray areas that can give rise to a culture that allows sexual harassment to happen and thrive. It's your job, regardless of your position within your organization, to foster a healthy work environment for everyone. In this course, we're going to cover some best practices, as well as some strategies for avoiding common pitfalls. We'll discuss language in the workplace, socializing outside of work, traveling for business, and the importance of training.



LINCOLN LAND
COMMUNITY
COLLEGE
FOUNDATION

5250 Shepherd Road
Springfield, IL 62703-5402
217-786-2785
LLCCFoundation.org

December 9, 2024

SAGA Communication of Illinois, LLC
Ms. Sheila Wetherell
3501 E Sangamon Ave
Springfield, IL 62707-9777

Dear Ms. Wetherell,

The **Capitol Radio Group Broadcast Scholarship**, awarded through the **Lincoln Land Community College (LLCC) Foundation**, goes beyond financial support; it's a heartfelt expression of faith in our students' dreams and a cherished reflection of your unwavering dedication to their success. Time and again, we are moved by the profound impact of your kindness on their journeys, and we are endlessly grateful for the hope and opportunity you inspire.

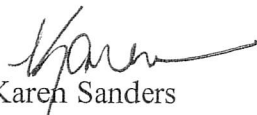
At this time, we wanted to provide the scholarship account balance:
As of 10/31/2024: \$750.

If you have any questions, please don't hesitate to contact us at (217) 786-4502.

Our scholarship application **period for the 2024-2025** academic year opened on November 15 (closes February 15, 2025). Please encourage family, friends and neighbors to apply online at www.llccfoundation.org/scholarships.

Thank you for being a vital part of this journey and for believing in the possibilities that education brings. We truly appreciate you!

With heartfelt appreciation,


Karen Sanders
Vice President, Advancement/
LLCC Foundation Executive Director


Jill Siebert
Scholarship Program Coordinator



Capitol Radio Group

2024 Chamber Partnership Agreement

Agreement will be for promotion of the following events:

- Chamber Job Fairs – Apr 23 & Aug 27 – Crowne Plaza Springfield Convention Center
- Corporate Cup Challenge Golf Outing - Jul 18 & 19 – Piper Glen Golf Club
- Shoes, Brews & Biz - Oct 3 – LRS Hangar

Capitol Radio Group will provide:

- Radio spots to effectively promote each event (# of spots to be determined per event)
- Radio appearance in advance of each event when appropriate
- Matching advertising package for new Chamber members
- Current electronic company logo(s) - high resolution in .png, .eps, or .jpg format

The Chamber will provide:

- Company listed as a Media Sponsor, company logo(s) placed on promotional materials and recognition given at event when appropriate
- Company logo(s) displayed with event on Chamber online Event Calendar
- State of Greater Springfield Luncheon (May 2 – two (2) registrations)
- Small Business Awards (Jun 18) – two (2) registrations
- Job Fairs – booth space (1) at each event (if desired)
- Corporate Cup Challenge Golf Outing – team (4 players) and hole sponsorship
- Shoes, Brews & Biz – Ten (10) tickets
- List of new Chamber members each month

Signed: _____

Capitol Radio Group

Date: _____

12/11/23

Signed: _____

The Greater Springfield Chamber of Commerce

Date: _____

12/12/23

For more information contact – David Earhart at (217) 525-1173 x215 or dearhart@gbcc.org

Lead • Influence • Impact

601 E. Capitol Ave. Suite A • Springfield, IL 62701 • T: (217) 525-1173 • F: (217) 525-8788 • W: www.gbcc.org



Capitol Media Group 2025 Chamber Partnership Agreement

Agreement will be for promotion of the following events:

- Chamber Job Fairs – Mar 25 & Aug 26 – Crowne Plaza Springfield Convention Center
- Small Business Awards – Jun 24 – Crowne Plaza Springfield Convention Center
- Corporate Cup Challenge Golf Outing - Jul 17 & 18 – Piper Glen Golf Club
- Shoes, Brews & Biz - Oct 9 – LRS Hangar

Capitol Media Group will provide:

- Radio spots to effectively promote each event (# of spots to be determined per event)
- Radio appearance in advance of each event when appropriate
- Interviews of 2025 Small Business Award recipients within 30 days following event
- Matching advertising package for new Chamber members
- Current electronic company logo(s) - high resolution in .png, .eps, or .jpg format

The Chamber will provide:

- On events with promotional ads:
 - Company listed as a Media or Radio Sponsor (company logo(s) placed on promotional materials and recognition given at event)
 - Company logo(s) displayed with event on Chamber online Event Calendar
- State of Greater Springfield Luncheon (May 20 – two (2) registrations)
- Small Business Awards (Jun 24) – one (1) complimentary table (10) and company logo displayed on screen
- Job Fairs – booth space (1) at each event (if desired)
- Corporate Cup Challenge Golf Outing – team (4 players) and hole sponsorship
- Shoes, Brews & Biz – Ten (10) tickets
- List of new Chamber members each month

Signed: _____ Date: 12/20/24
Capitol Media Group

Signed: _____ Date: 12/30/24
The Greater Springfield Chamber of Commerce

For more information contact – David Earhart at (217) 525-1173 x215 or dearhart@gfcc.org

Lead • Influence • Impact

501 E. Capitol Ave. Suite A • Springfield, IL 62701 • T: (217) 525-1173 • W: www.gfcc.org

Sales Order

Stations: WDBR-FM, WDBR-HD2, WDBR-HD3, WDBR-HD4, WLFZ-FM, WTAX-AM-FM, WYMG-FM
 Buyer: _____
 Tax Schedule: _____ (None)
 Contract Name: Chamber Fall Job Fair 2024
 Agency Commission %: 0
 Contract#: 18342
 Billing Cycle: Standard
 Start Date: 7/29/24 End Date: 8/26/24
 Salesperson: 200008cbull Comm %: 15
 Revenue Type: Local Direct Type: Cash
 Makegood Policy: WITHIN CONTRACT DATES
 Advertiser: CAPITOL RADIO GROUP
 Address: 3501 E SANGAMON AVE
 City: SPRINGFIELD State: IL Zip: 62707
 Phone: () -
 Product Name:
 Competitive Code: PSA/Promo

WDBR-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD2

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 4 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD3

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 4 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD4

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 4 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WLFZ-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WTAX-AM-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WYMG-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/29/24 | 8/26/24 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| chamber job fair | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

| | Jul 24 | Aug 24 | Sep 24 |
|----|--------|--------|--------|
| CA | 0.00 | 0.00 | 0.00 |
| ST | 0.00 | 0.00 | 0.00 |

Print Spot Prices

| | |
|-------------------|------|
| TOTAL SPOTS | 1015 |
| GROSS TOTAL \$ | 0.00 |
| ADJUSTED SPOTS | 1013 |
| ADJUSTED TOTAL \$ | 0.00 |

APPROVE DECLINE

- General Manager
- Business Manager
- Traffic Manager
- Traffic Assistant

CAPITOL RADIO GROUP
Chamber Fall Job Fair -
SEEKERS
Sales:
Chris Bullock

WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM, REWIND HD4,
WLFZ-FM, PURE OLDIES HD3

Words: 86, Chars: 559
Len: 30.0 (Est. Len.: 30.2)
Cart: 9180
Due: 07-12-24
Run: 07-29-24 — 08-26-24

Script

THE GREATER SPRINGFIELD CHAMBER OF COMMERCE AND PRESENTING SPONSOR, LINCOLN LAND COMMUNITY COLLEGE INVITES YOU TO ATTEND THE CHAMBER JOB FAIR! EMPLOYERS FROM A VARIETY OF INDUSTRIES - MEDICAL, TECHNOLOGY, NONPROFIT, FINANCIAL SERVICES AND MORE - WILL INTERVIEW FOR ENTRY-LEVEL THROUGH PROFESSIONAL POSITIONS, INCLUDING FULL, PART-TIME AND SEASONAL OPPORTUNITIES. ATTEND THE CHAMBER'S JOB FAIR ... AUGUST 27TH, 4:00 TO 6:00 P.M. AT THE CROWNE PLAZA! EMPLOYERS CAN ALSO REGISTER FOR A BOOTH. LEARN MORE AT G-S-C-C "DOT" ORG.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

CAPITOL RADIO GROUP
Chamber Fall Job Fair -
EMPLOYERS
Sales:
Chris Bullock

Words: 100, Chars: 572
Len: 30.0 (Est. Len.: 30.9)
Cart: 9182
Due: 07-12-24
Run: 07-29-24 — 08-26-24

WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM, REWIND
HD4, WLFZ-FM, PURE OLDIES HD3

Script

ATTENTION ALL EMPLOYERS! FIND YOUR NEXT GREAT HIRE AT THE CHAMBER JOB FAIR, SPONSORED BY THE GREATER SPRINGFIELD CHAMBER OF COMMERCE AND LINCOLN LAND COMMUNITY COLLEGE. HUNDREDS OF QUALITY CANDIDATES COME TO THE FAIR SEEKING FULL, PART-TIME, AND SEASONAL POSITIONS. GREAT EMPLOYEES ARE NOT HARD TO FIND AT THE CHAMBER'S JOB FAIR, AUGUST 27th, 4:00 TO 6:00 P.M. AT THE CROWNE PLAZA SPRINGFIELD CONVENTION CENTER. REGISTER FOR A BOOTH TODAY. LEARN MORE AT G-S-C-C "DOT" ORG OR CALL 217-525-11-73.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

Sales Order

Stations: WDBR-FM, WDBR-HD2, WDBR-HD3,
 WDBR-HD4, WLFZ-FM, WTAX-AM-FM, WYMG-FM
 Contract Name: SPFLD CHAMBER JOB FAIR
 Contract#: 18813
 Start Date: 2/17/25 End Date: 3/24/25
 Revenue Type: Local Direct Type: Cash
 Advertiser: CAPITOL MEDIA GROUP
 Address: 3501 East Sangamon Avenue
 City: Springfield State: IL Zip: 62707
 Phone: () -
 Product Name:
 Competitive Code: PSA/Promo

Buyer:
 Tax Schedule: (None)
 Agency Commission %: 0
 Billing Cycle: Standard
 Salesperson: 200008cbull Comm %: 15
 Makegood Policy: WITHIN CONTRACT DATES

WDBR-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD2

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD3

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD4

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WLFZ-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WTAX-AM-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |
| -1 | 3/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | | | | | | | 1 | 1 | W | 0.00 | 1 | 0.00 | 5 |
| MG from line: 1 | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WYMG-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 2/17/25 | 3/23/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 25 | W | 0.00 | 125 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |
| 2 | 3/24/25 | 3/24/25 | | 6:00 AM | 12:00 AM | 30 | 5 | | | | | | | 5 | D | 0.00 | 5 | 0.00 | 5 |
| CHAMBER JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

| | Feb 25 | Mar 25 |
|----|--------|--------|
| CA | 0.00 | 0.00 |
| ST | 0.00 | 0.00 |

Print Spot Prices

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| | |
|-------------------------|------|
| TOTAL SPOTS | 910 |
| GROSS TOTAL \$ | 0.00 |
| ADJUSTED SPOTS | 910 |
| ADJUSTED TOTAL \$ | 0.00 |

APPROVE DECLINE

- | | | |
|-----------------------|-----------------------|-------------------|
| <input type="radio"/> | <input type="radio"/> | General Manager |
| <input type="radio"/> | <input type="radio"/> | Business Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Assistant |

CAPITOL MEDIA GROUP
SPFLD CHAMBER JOB FAIR -
JOB SEEKERS
Sales:
Chris Bullock

Words: 94, Chars: 571
Len: 30.0 (**Est. Len.:** 30.9)
Cart: 6352
Due: 02-07-25
Run: 02-17-25 — 03-24-25
WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM, REWIND
HD4, WLFZ-FM, PURE OLDIES HD3

Script

ATTENTION JOB SEEKERS! THE GREATER SPRINGFIELD CHAMBER AND PRESENTING SPONSOR LINCOLN LAND COMMUNITY COLLEGE INVITES YOU TO ATTEND THE CHAMBER'S SPRING JOB FAIR. FROM 12:30 TO 2:30 EMPLOYERS WILL BE HIRING STUDENTS AND YOUNG ADULTS FOR SUMMER EMPLOYMENT OR INTERNSHIPS. THEN, FROM 4 TO 6, A TRADITIONAL JOB FAIR WILL HELD FOR ADULTS SEEKING NEW OPPORTUNITIES. EMPLOYERS FROM A VARIETY OF INDUSTRIES WILL BE IN ATTENDANCE. ATTEND THE CHAMBER'S SPRING JOB FAIR MARCH 25TH AT THE CROWNE PLAZA! LEARN MORE AT G-S-C-C "DOT" ORG.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

CAPITOL MEDIA GROUP
SPFLD CHAMBER JOB FAIR -
EMPLOYER RECRUITMENT
Sales:
Chris Bullock

Words: 102, Chars: 582
Len: 30.0 (**Est. Len.:** 31.5)
Cart: 6354
Due: 02-07-25
Run: 02-17-25 — 03-24-25
WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM,
REWIND HD4, WLFZ-FM, PURE OLDIES HD3

Script

ATTENTION EMPLOYERS! FIND YOUR NEXT GREAT HIRE AT THE CHAMBER'S SPRING JOB FAIR, SPONSORED BY THE GREATER SPRINGFIELD CHAMBER AND LINCOLN LAND COMMUNITY COLLEGE. FEATURING A YOUTH JOB FAIR FROM 12:30 TO 2:30 FOR EMPLOYERS HIRING STUDENTS AND YOUNG ADULTS FOR SUMMER EMPLOYMENT OR INTERNSHIPS. A TRADITIONAL JOB FAIR WILL BE HELD FROM 4 TO 6. EMPLOYERS CAN PARTICIPATE IN ONE OR BOTH FAIRS. THE CHAMBER'S SPRING JOB FAIR, MARCH 25TH AT THE CROWNE PLAZA. REGISTER TODAY AT G-S-C-C "DOT" ORG OR CALL 525-1173.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

Sales Order

Stations: WDBR-FM, WDBR-HD2, WDBR-HD3,
 WDBR-HD4, WLFZ-FM, WTAX-AM-FM, WYMG-FM
 Contract Name: FALL JOB FAIR
 Contract#: 19159
 Start Date: 7/28/25 End Date: 8/25/25
 Revenue Type: Local Direct Type: Cash
 Advertiser: CAPITOL MEDIA GROUP
 Address: 3501 East Sangamon Avenue
 City: Springfield State: IL Zip: 62707
 Phone: () -
 Product Name:
 Comp. Code: PSA/Promo
 Sec. Comp.: Employment/Recruitment

Buyer:
 Tax Schedule: (None)
 Agency Commission %: 0
 Billing Cycle: Standard
 Salesperson: 200008cbull Comm %: 15
 Makegood Policy: WITHIN CONTRACT DATES

WDBR-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD2

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD3

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | | | RATE | TOTALS | | PTY |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|-----|-------|------|--------|------|-----|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | D/W | SPOTS | | \$\$ | | |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WDBR-HD4

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WLFZ-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WTAX-AM-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

WYMG-FM

| No | DATES | | Alt wks | TIMES | | LEN | DISTRIBUTION | | | | | | | | RATE | TOTALS | | PTY | |
|--------------------------------------|---------|---------|------------|---------|----------|-----|--------------|---|---|---|---|----|----|--------|------|--------|-------|------|------|
| | START | END | | START | END | | M | T | W | T | F | SA | SU | Per Wk | | D/W | SPOTS | | \$\$ |
| 1 | 7/28/25 | 8/25/25 | | 6:00 AM | 12:00 AM | 30 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 35 | D | 0.00 | 145 | 0.00 | 5 |
| SPRINGFIELD CHAMBER FALL JOB FAIR | | | | | | | | | | | | | | | | | | | |

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

| | | |
|----|--------|--------|
| | Jul 25 | Aug 25 |
| CA | 0.00 | 0.00 |
| ST | 0.00 | 0.00 |

Print Spot Prices

| | |
|-------------------------|------|
| TOTAL SPOTS | 1015 |
| GROSS TOTAL \$ | 0.00 |
| ADJUSTED SPOTS | 1014 |
| ADJUSTED TOTAL \$ | 0.00 |

APPROVE DECLINE

- | | | |
|----------------------------------|-----------------------|-------------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | 200008cbull, 07/01/25 @8:13AM |
| <input type="radio"/> | <input type="radio"/> | Business Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Manager |
| <input type="radio"/> | <input type="radio"/> | Traffic Assistant |

CAPITOL MEDIA GROUP
SPRINGFIELD CHAMBER FALL JOB
FAIR - EMPLOYERS
Sales:
Chris Bullock

Words: 99, Chars: 568
Len: 30.0 (**Est. Len.:** 30.7)
Cart: 7807
Due: 07-16-25
Run: 07-28-25 — 08-25-25
WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM,
REWIND HD4, WLFZ-FM, PURE OLDIES HD3

Script

ATTENTION ALL EMPLOYERS! FIND YOUR NEXT GREAT HIRE AT THE CHAMBER JOB FAIR, SPONSORED BY THE GREATER SPRINGFIELD CHAMBER OF COMMERCE AND LINCOLN LAND COMMUNITY COLLEGE. HUNDREDS OF QUALITY CANDIDATES COME TO THE FAIR SEEKING FULL, PART-TIME, AND SEASONAL POSITIONS. GREAT EMPLOYEES ARE NOT HARD TO FIND AT THE CHAMBER'S JOB FAIR, AUGUST 26th, 4:00 TO 6:00 P.M. AT THE CROWNE PLAZA SPRINGFIELD CONVENTION CENTER. REGISTER FOR A BOOTH TODAY. LEARN MORE AT G-S-C-C "DOT" ORG OR CALL 217-525-1173.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

CAPITOL MEDIA GROUP
SPRINGFIELD CHAMBER FALL JOB
FAIR - SEEKERS
Sales:
Chris Bullock

Words: 88, Chars: 570
Len: 30.0 (**Est. Len.:** 30.8)
Cart: 7808
Due: 07-16-25
Run: 07-28-25 — 08-25-25
WTAX AM-FM, WDBR-FM, OUTLAW HD2, WYMG-FM,
REWIND HD4, WLFZ-FM, PURE OLDIES HD3

Script

THE GREATER SPRINGFIELD CHAMBER OF COMMERCE AND PRESENTING SPONSOR, LINCOLN LAND COMMUNITY COLLEGE INVITE YOU TO ATTEND THE CHAMBER JOB FAIR. EMPLOYERS FROM A VARIETY OF INDUSTRIES - MEDICAL, TECHNOLOGY, NONPROFIT, FINANCIAL SERVICES AND MORE - WILL INTERVIEW FOR ENTRY-LEVEL THROUGH PROFESSIONAL POSITIONS, INCLUDING FULL, PART-TIME AND SEASONAL OPPORTUNITIES. FIND THE JOB THAT'S RIGHT FOR YOU! ATTEND THE CHAMBER'S JOB FAIR ... AUGUST 26TH, 4PM TO 6PM AT THE CROWNE PLAZA! EMPLOYERS CAN ALSO REGISTER FOR A BOOTH. LEARN MORE AT G-S-C-C "DOT" ORG.

AD TYPE

- Commercial

PROD NOTES

MUSIC BED

PRONUNCIATION

Sheila Wetherell

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Tuesday, February 25, 2025 4:24 PM
To: Sheila Wetherell
Subject: Career Fair Registration Approved at Eastern Illinois University

[EXTERNAL] This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Handshake

Your registration has been approved!

Hello Sheila,

Your registration for [2025 Media Internship and Job Fair](#) has been approved!

You can view more details about [your registration](#) at any time on Handshake.

Registration Date: 2025-02-25

Employer: Saga Communications

Registrant: Sheila Wetherell

Date Attending:

Tuesday, Apr 1, 11:00 am - 1:00 pm CDT

Message from Eastern Illinois University

Thank you for registering for our 2025 In-Person Media Internship and Job Fair. We're excited to have you attend and we thank you for your interest in our EIU Students.

Please contact the career fair host for any questions:

Name: John Marr

Email Address: jwmarr@eiu.edu

Thank you,
Eastern Illinois University

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

P.O. Box 40770, San Francisco, CA 94140