

Policy For Submitting Materials

Thank you for your interest in the BIRN. Read the following criteria carefully as you will need this information to properly submit any material.

1. **The BIRN only accepts CDs for airplay consideration.** We cannot accept files attached to emails or music in any other form. We need a physical copy on a CD. Note: The BIRN will not return any CDs.
2. **The BIRN will only play the submitted music if a BIRN DJ chooses to.** You should try to identify that DJ in your submission.
3. **The BIRN will not play music with obscenities or indecent content.** The BIRN observes our own “Community Standards” and FCC regulations and guidelines.
4. **If you have any questions** please email submit@thebirn.com

To submit your music, print and fill out the attached “Release Of Submitted Material” form. Please include a onesheet that provides more information about the artist. The finished form and CD should be mailed in a sealed padded envelope to:

**The BIRN Berklee College of Music MS-1501140 Boylston Street
Boston, MA 02215**

If you are at Berklee or in Boston, you can drop off your sealed envelope at the Professional Writing Center located at 150 Massachusetts Avenue.

*It is highly recommended that artist and track information be submitted to Gracenote before sending to The Birn.