



**TDGA Traffic,
Bookkeeping,
Management,**

**Sales & Office Calendar
December, 2017**

	WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	49	27	28	29	30	1	2	3
D	50	4	5	6	7	8	9	10
E	51	11	12	13	14	15	16	17
C	52	18	19	20	21	22	23	24
	53	25	26	27	28	29	30	31

- *Note To EFTPS Users: IRS Payments must be scheduled by 8-pm E.T. at least one calendar day before the tax due date.*
- *Reminder: "Political Window" is open in Alabama and remains open through December 11th for Special U.S. Senate Election on Tuesday, December 12th*

Monday, November 27, 2017

- **First Day of the December 2017 Broadcast Calendar Month**
- Alabama Broadcaster's Association Engineering Academy's Advanced Radio Engineering class (11/27-29) <http://ow.ly/uvGC30fZpAJ>
- **IRS:** Deposit payroll tax for payments on Nov. 18-21 if the semi-weekly deposit rule applies.
- [Radio TechCon](#) - London. UK
- [Cyber Monday](#) (Major Online Shopping Day in U.S.)

Tuesday, November 28, 2017

- [GV Expo](#) (Nov. 28–30) - Washington, DC
- Alabama Broadcaster's Association Engineering Academy's Advanced Radio Engineering class (11/27-29) <http://ow.ly/uvGC30fZpAJ>

Wednesday, November 29, 2017

- Alabama Broadcaster's Association Engineering Academy's Advanced Radio Engineering class (11/27-29) <http://ow.ly/uvGC30fZpAJ>
- **IRS:** Deposit payroll tax for payments on Nov. 22-24 if the semi-weekly deposit rule applies.
- [GV Expo](#) (Nov. 28–30) - Washington, DC
- [NATEXPO](#) and [MCA Expo 2017](#) (Nov. 29 – December 1) – Moscow, Russia

Thursday, November 30, 2017

- **Last Day of the November 2017 Gregorian Calendar Month**
- Michigan Association of Broadcasters **Political Broadcasting Webinar** (12-Noon to 2:00 – pm CST) - The Michigan Association of Broadcasters is hosting a political broadcasting seminar with David Oxenford of Wilkenson, Barker and Knauer, LLP and Bobby Baker, head of political broadcasting rules for the FCC. MBA members are invited to join them by webinar on November 30th from 12-2pm Central. The **Missouri Broadcasters, Texas Association of Broadcasters** and **Nebraska Broadcasters** tell TDGA they've been invited to participate in this session. Registration details should be arranged through your own State Association to Participate.
 - The Texas Association of Broadcasters can register at <https://www.tab.org/news-and-events/events-calendar/Webinar-FCCs-Political-Broadcasting-Rules>

- **Missouri Broadcasters** can get details at (<https://www.mbaweb.org/event/political-broadcasting-webinar/>).
- The **Nebraska Broadcasters** suggest you contact jim@ne-ba.org for login details.
- **IRS: File Form 2290 and pay the tax for vehicles first used during October 2017.**
- **[GV Expo](#) (Nov. 28–30) - Washington, DC**
- **[NATEXPO](#) and [MCA Expo 2017](#) (Nov. 29 – December 1) – Moscow, Russia**

Friday, December 1, 2017

- **First Day of the December 2017 Gregorian Calendar Month**
- **[West Virginia Broadcasters Association](#) - December 1st : Excellence In Broadcasting Awards Call for Entries**
- **IRS: Deposit payroll tax for payments on Nov. 25-28 if the semi-weekly deposit rule applies.**
- **FCC Form 323 Biennial Ownership Report Due**—All **commercial** radio, television, low power television, and Class A television stations must electronically file by this date their biennial ownership reports on FCC Form 323 and pay the required FCC filing fee. FCC Form 323 as filed must be placed in stations' public inspection files. *FCC Form 323 will be superseded by FCC Form 2100, Schedule 323.*
- **FCC Form 2100, Schedule 323-E Biennial Ownership Report due - All **noncommercial radio and television stations**** must electronically file by this date a biennial ownership report on FCC Form 2100, Schedule 323-E if the OMB has approved use of the form prior to this date. FCC Form 2100, Schedule 323-E does not require a filing fee. The form as filed must be placed in stations' public inspection files.
- **Annual EEO Public File Report Required**—**Station Employment Units that have five or more full-time employees** and are comprised of **radio and/or television stations** licensed to communities in **Alabama, Colorado, Connecticut, Georgia, Maine, Massachusetts, Minnesota, Montana, New Hampshire, North Dakota, Rhode Island, South Dakota, or Vermont** must by this date place in their public inspection files and post on their station websites a report regarding station compliance with the FCC's EEO Rule during the period December 1, 2016 through November 30, 2017.
- **FCC Form 397 Mid-Term EEO Report Due**—**Radio Station Employment Units that have eleven or more full-time employees** and are comprised of radio stations licensed to communities in **Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont** and **Television Station Employment Units that have five or more full-time employees** and are comprised of television stations licensed to communities in **Colorado, Minnesota, Montana, North Dakota, or South Dakota** must by this date electronically file with the FCC and place in their public inspection files the Mid-Term EEO Report on FCC Form 397. The Station Employment Unit's last two EEO Public File Reports must be submitted with the Form 397.
- **FCC Form 323-E Biennial Ownership Report Due**—**Noncommercial radio stations** licensed to communities in **Alabama, Connecticut, Georgia, Maine, Massachusetts, New Hampshire, Rhode Island, or Vermont** and **noncommercial television stations** licensed to communities in **Colorado, Minnesota, Montana, North Dakota, or South Dakota** must electronically file by this date their biennial ownership reports on FCC Form 323-E, unless they have consolidated this filing date with that of other commonly owned stations licensed to communities in other states. FCC Form 323-E does not require a filing fee. The form as filed must be placed in stations' public inspection files.

The [Media Bureau has relieved virtually all television stations from the requirement to file ancillary/supplementary service reports](#), at least for this year and likely for future years as well. **However this “Waiver” applies only to Stations that have received no revenues from the provision of ancillary or supplementary services during the reporting period ending September 30, 2017.** These reports are traditionally due on Dec. 1 of every year. **For Stations that have received revenues, please abide by the listing below Regarding FCC Form 2100, Schedule G**

- **FCC Form 2100, Schedule G, Annual DTV Ancillary/Supplementary Services Report Due (formerly FCC Form 317)—Commercial television, digital Class A television, and digital LPTV stations** must by this date electronically file FCC Form 2100, Schedule G, the Annual DTV Ancillary/Supplementary Services Report for Commercial Digital Television Stations, but as we outlined above in the “Waiver” notice, this year that applies only to income from transmitting ancillary or supplementary services. If a digital station provided ancillary or supplementary services during the 12-month time period ending on the preceding September 30, and received compensation for doing so, **the station is required to pay to the FCC five percent of the gross revenue from such services concurrently with the filing of Form 2100, Schedule G.**
- [NATEXPO](#) and [MCA Expo 2017](#) (Nov. 29 – December 1) – Moscow, Russia
- [The Prophet's Birthday](#) (Muslim Religious Holiday)

Saturday, December 2, 2017

- [Vermont Association of Broadcasters](#) - VAB Hall of Fame Awards Banquet is Saturday, December 2nd at the Hilton-Burlington. If you would like to stay overnight at the Hilton, your cost will only be \$50+tax (this rate includes parking) with the VAB subsidizing the rest of the \$89 rate. The Hilton is expected to sell out that night. This rate is only available until the group block is sold out or until November 30th, whichever comes first, so please make your reservations as soon as possible either by phone or online: BY PHONE: Call 802-859-5055 between the hours of 8:30am-5pm Monday through Friday and mention the special rate code of Vermont Association Of Broadcasters Holiday Block ONLINE: <http://www.hilton.com/en/hi/groups/personalized/B/BTTVTHF-VAB-20171202/index.jhtml>

Sunday, December 3, 2017

- [First Sunday of Advent](#) (Christian)

Tuesday, December 5, 2017

- **Texas Association of Broadcasters Webinar** - P1 Webinar: Time Management, Speed Marriott is the Presenter. 10am CST. TAB and P1 Learning will host a free 30-minute webinar focused on time management. We are all granted the same 24/7 week. It's what you do with your time that counts. In this session you will learn the three tiered system for making the most of your time. And as an added bonus, we'll automatically enroll you in the [TAB's free online training program hosted by P1 Learning](#). This program tackles the topics of broadcast sales, management, HR and sales meeting courses, and more. If you are unable to attend the webinar live, we'll add a link to this page with the archived version. To Register, Click on this URL: <http://info.p1learning.com/december-webinar>

Wednesday, December 6, 2017

- **IRS:** Deposit payroll tax for payments on Nov. 29-Dec. 1 if the semi-weekly deposit rule applies.
- [St Nicholas' Day](#)

Thursday, December 7, 2017

- [Arizona Broadcasters Association – Board Meeting](#) (11:00 am – 1:00 pm) Meeting at Arizona Broadcasters Association, 426 N 44th St #310, Phoenix
- [Pearl Harbor Remembrance Day](#)

Friday, December 8, 2017

- **IRS:** Deposit payroll tax for payments on Dec. 2-5 if the semi-weekly deposit rule applies.
- [Feast of the Immaculate Conception](#) (Christian)

Saturday, December 9, 2017

- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)

Sunday, December 10, 2017

- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)

Monday, December 11, 2017

- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)
- **Political Window Closes today for Special Election in Alabama.** (Many Stations voluntarily extend the LUC/LUR through closing of the polls on December 12th as a courtesy to all qualified candidates.)
- [Anniversary of the Statute of Westminster](#) (Canadian observance)

Tuesday, December 12, 2017

- **Election Day in Alabama** for filling U.S. Senate seat.
- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)
- [Feast of Our Lady of Guadalupe](#)

Wednesday, December 13, 2017

- [New Mexico Broadcasters Association](#) - What's Next? Hiring For the Future. Calling all managers and future managers, our December webinar will focus on attracting, hiring, and retaining your next generation of sellers. We'll be talking Boomers, Gen Xers, Millennials, and the newest member of the team, Gen Z. To Register: Click on this URL: <http://www.nmba.org/newsite2/members/register.php>
- **IRS:** Deposit payroll tax for payments on Dec. 6-8 if the semi-weekly deposit rule applies.
- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)
- [National Guard Birthday](#)
- [Chanukah/Hanukkah \(first day\)](#) (Jewish Observance)

Thursday, December 14, 2017

- **Reminder:** FCC Open December Meeting. May be accessed live online at www.fcc.gov/live.
- **Reminder:** NPR Fundraising dates December 9th – 15th (Local Station Dates may vary)
- [Chanukah/Hanukkah \(second day\)](#) (Jewish Observance)

Friday, December 15, 2017

- **Copyright Royalty Fee: Monthly Report of Use and Monthly Usage Statement of Account Forms Due**—Commercial and noncommercial webcasters and those simulcasting radio programming over the Internet must by this date submit the Monthly Report of Use and Monthly Usage Statement of Account forms to SoundExchange for the month ending October 31, 2017
- **IRS: C-Corporations:** Deposit the Fourth installment of your 2017 Estimated Tax
- **IRS: Deposit payroll tax** for November if the monthly deposit ruler applies
- **IRS: Deposit payroll tax** for payments on Dec. 9-12 if the semiweekly deposit rule applies
- **Reminder: NPR Fundraising Dates:** December 9th – 15th (Local Station Dates may vary)
- [Chanukah/Hanukkah \(third day\)](#) (Jewish Observance)

Saturday, December 16, 2017

- [Chanukah/Hanukkah \(fourth day\)](#) (Jewish Observance)

Sunday, December 17, 2017

- [Wright Brothers Day](#)
- [Pan American Aviation Day](#)
- [Chanukah/Hanukkah \(fifth day\)](#) (Jewish Observance)

Monday, December 18, 2017

- [Colorado Broadcasters Association](#) - Denver Ascertainment Meeting at KDVR/KWGN, (8:00 am - 12:00 pm) - KDVR/KWGN is at 100 East Speer Blvd. in Denver. The fee for participation is \$65 Members / \$130 Non-Members. Coffee and rolls will be available at 8:00 am. Community leaders will begin their presentations at 8:30 am and continue every half-hour until noon. By attending these quarterly meetings, your station(s) will have the most accurate community information to offer your listeners/viewers. Community issues are very important, particularly during the current economic climate and as it pertains to your Public Files quarterly Issues and Programs Reports. (Next due on Jan. 10, 2018). **DIRECTIONS:** [Click for Google Directions](#). **PARKING:** Free street parking is available on Sherman Street and 5th Avenue. If you have any questions regarding Ascertainments, contact David Foxhoven, Ascertainment Coordinator, at 303-458-1045 or Kathleen Cummings, CBA Administrative Assistant, at 720-536-5427.
- [Chanukah/Hanukkah \(sixth day\)](#) (Jewish Observance)

Tuesday, December 19, 2017

- [Chanukah/Hanukkah \(seventh day\)](#) (Jewish Observance)

Wednesday, December 20, 2017

- [Colorado Broadcasters Association Webinar:](#) “Double Your Billing with Half the Effort” with Chris Lytle. (11:00 am - 12:00 pm MT) -
- **IRS: Deposit payroll tax** for payments on Dec. 13-15 if the semi-weekly deposit rule applies.
- [Last Day of Chanukah](#)

Thursday, December 21, 2017

- [December Solstice](#) (Winter Begins in North America)

Friday, December 22, 2017

- **IRS: Deposit payroll tax for payments** on Dec. 16-19 if the semi-weekly deposit rule applies.

Sunday, December 24, 2017

- [Christmas Eve](#)

Monday, December 25, 2017

- [Christmas Day](#)

Tuesday, December 26, 2017

- [Boxing Day](#) (Canadian Holiday)
- [Kwanzaa \(until Jan 1\)](#)

Wednesday, December 27, 2017

- [Kwanzaa \(until Jan 1\)](#)

Thursday, December 28, 2017

- [Kwanzaa \(until Jan 1\)](#)

Friday, December 29, 2017

- **IRS:** Deposit payroll tax for payments on Dec. 23-26 if the semi-weekly deposit rule applies.
- [Kwanzaa \(until Jan 1\)](#)

Saturday, December 30, 2017

- [Kwanzaa \(until Jan 1\)](#)

Sunday, December 31, 2017

- Last Day of December 2017 for both Standard Broadcast and Gregorian Calendars
- New Year's Eve
- [Kwanzaa \(until Jan 1\)](#)

Monday, January 1, 2018

- Happy New Year
- First Day of January 2018 for Broadcast Calendar
- First Day of January 2018 for Gregorian Calendar
- [Kwanzaa \(last day\)](#)