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| **January 1** | **Two-Month Countdown to OPIF Compliance for Radio Stations.**  All radio stations will be required to use the FCC’s OPIF (Online Public Inspection File) system (<https://publicfiles.fcc.gov>) as of March 1, 2018. Commercial radio stations with five or more full-time employees located in the Top 50 Nielsen Audio Markets have been using the OPIF for all newly-created documents since June 24, 2016, and were required to upload pre-June 24, 2016, documents by December 24, 2016. As of March 1, 2018, all other radio stations are required to commence use of the OPIF system. In December 2017, the Association’s legal counsel conducted a webcast to help stations understand the March 1, 2018, requirements, and an archive of the webcast is available at <http://oab.org/Nuts-and-Bolts-of-the-FCCs-OPIF.mp4>. |
| **January 8** | **Effective Date of Elimination of Main Studio Rule.**  In 2017, the FCC eliminated the Main Studio Rule and several requirements associated with it, including the requirement that broadcasters have full-time management and staff present at the main studio during normal business hours. Even after January 8, 2018, broadcasters will still be required (i) to maintain a phone number that is toll-free or local to a station’s community of license and (ii) to continue to maintain and make available for public inspection at an “accessible place” within its community of license during regular business hours any portion of its public file that is not yet online. |
| **January 10** | **Quarterly Issues/Programs Lists Due in Public Inspection File.**  Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) a list of programs that have provided the station’s most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.  Full power and Class A television stations and commercial radio stations with five or more full-time employees in the Top 50 Nielsen Audio Markets must upload Quarterly Issues/Programs Lists to the station’s online public file hosted on the FCC’s OPIF website (<https://publicfiles.fcc.gov>), where they must remain for the duration of the license term. All other radio stations should continue to place the Issues/Programs Lists in the station’s paper public inspection file where they must remain for the duration of the license term (or until March 1, 2018, which is the deadline for all radio stations to begin using the FCC’s OPIF system). |
| **January 10** | **Children’s Television Programming Reports (Form 398) Due at FCC and in Public File.**  Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children’s Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th). Children’s Television Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children. These reports must be filed through the FCC’s LMS filing system, which is available at <https://enterpriseefiling.fcc.gov/dataentry/login.html>.  Once the report is filed, the FCC will automatically populate the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station’s online public file within 24 hours after filing the report. |
| **January 10** | **TV Children’s Commercial Time Limits Certifications Due in Public File.**  Each commercial full power and Class A TV station must upload records to substantiate the station’s certification, made in its license renewal application, of compliance with the commercial limits on children’s programming. These records must be uploaded to the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file for the duration of the license term. |
| **January 10** | **Class A TV Continuing Eligibility Certifications Due in Public File (for Class A TV Stations Only).**  Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station’s online public file in the FCC’s OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file thereafter. |
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| **January 10** | **Transition Progress Reports Due for Certain Full Power and Class A TV Stations.**  All full power and Class A transitioning stations that are changing channels in the post-auction transition are required to file a Form 387 Transition Progress Report on a quarterly basis by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th).  Transition Progress Reports must provide information regarding steps stations have taken toward construction of their post-auction facilities. |
| **January 10** | **Tutorial Available for January 25-31 FM Translator Filing Window.**  On January 10, 2018, the FCC will make available an online tutorial for AM stations who wish to file in the January 25-31 FM translator filing window. The tutorial will be available on the FCC’s Auction 100 website at [www.fcc.gov/auction/100](http://www.fcc.gov/auction/100) under the “Tutorial” section. |
| **January 12** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended November 30, 2017. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **January**  **18-31** | **Filing Freeze** **on LPFM, FM Translator and FM Booster Applications.**  In connection with the January 25-31 filing window referenced below, the Media Bureau will institute a freeze on and will not accept Low Power FM and FM translator minor change applications and FM booster construction permit applications between January 18 and January 31, 2018. Any such applications filed during this freeze will be dismissed. |
| **January 23** | **Off-Air Date for Incentive Auction Winners Who Will Become Channel Sharee Stations.**  All full power and Class A TV stations that (i) were winning bidders in the reverse auction AND (ii) have entered into a channel sharing arrangement for post-auction operations AND (iii) have not obtained a waiver to remain on-air on their pre-auction channel past the deadline must go off-air no later than January 23, 2018. All such stations must have commenced viewer notifications and notified MVPDs at least 30 days prior to January 23. |
| **January**  **25-31** | **FM Translator Filing Window for Certain AM Stations.**  Any AM station licensee or permittee wishing to file an application to establish a new FM translator to retransmit its AM station signal full time is eligible to file in this window—which will be open from January 25 until 6 p.m. ET on January 31, 2018— provided it did not apply for an FM translator in any of filing windows open in 2016 or 2017. On January 10, the FCC will make a filing window tutorial available on the FCC’s Auction 100 website at [www.fcc.gov/auction/100](http://www.fcc.gov/auction/100) under the “Tutorial” section. |
| **January 26** | **Four-Month Countdown to May 26, 2018, Compliance Deadline for Video Description of Non-Textual Emergency Information Displayed During Non-News Programming.**  The FCC’s Audible Crawl Rule has been in effect since November 2015, and all television stations must be prepared to comply with a new portion of the rule by May 26, 2018. The portion of the rule that becomes effective (after two extensions of time granted by the FCC) on May 26, 2018, relates to non-textual emergency information displayed on-screen during non-news programming. All such non-textual emergency information—e.g., maps, radar images, and the like—must be “translated” into spoken text for transmission on a secondary audio stream beginning May 26, 2018. |
| **January 31** | **Copyright Royalty Fee/Annual Minimum Fee Statement of Account Due to SoundExchange.**  Commercial and noncommercial educational webcasters and those simulcasting radio programming on the Internet must submit the Minimum Fee Statement of Account Form and the annual $500 minimum copyright royalty fee to SoundExchange on or before January 31, 2018. Additional monthly fees may be required. Further information is available on the SoundExchange website at  <https://www.soundexchange.com/wp-content/uploads/2016/09/Memo-to-Commercial-Webcasters-CRB-Re-2018-Obligations-FINAL.pdf> (for commercial webcasters) and at <https://www.soundexchange.com/wp-content/uploads/2016/09/Memo-to-Noncommercial-services-Re-2018-Obligations-FINAL.pdf> (for noncommercial webcasters). |
| **January 31** | **IRS Deadlines for Employers.**  By January 31, 2018, Form W-2 wage statements must be issued to all employees, and IRS Form 1099 must be issued to every independent contractor and to every contest winner who was paid $600 or more in 2017. |
| **February 1** | **One-Month Advance Deadline Notice: All Broadcast Stations Must File 2017 Biennial Ownership Reports By March 2, 2018.**  Biennial Ownership Reports (FCC Form 323 for commercial stations and FCC Form 323-E for noncommercial stations) for 2017 are due to be filed electronically with the FCC by March 2, 2018. The Reports must be current as of October 1, 2017. Stations that haven’t already begun their biennial ownership reporting process are running out of time to ensure the Reports are ready for timely filing by March 2, 2018. |
| **February 1** | **One-Month Countdown to Deadline for OPIF Use By All Radio Stations.**  All radio stations will be required to use the FCC’s OPIF (Online Public Inspection File) system (<https://publicfiles.fcc.gov>) as of March 1, 2018. Commercial radio stations with five or more full-time employees located in the Top 50 Nielsen Audio Markets have been using the OPIF for all newly-created documents since June 24, 2016, and were required to upload pre-June 24, 2016, documents by December 24, 2016. As of March 1, 2018, all other radio stations are required to commence use of the OPIF system. In December 2017, the Association’s legal counsel conducted a webcast to help stations understand the March 1, 2018, requirements, and an archive of the webcast is available at <http://oab.org/Nuts-and-Bolts-of-the-FCCs-OPIF.mp4>. |
| **February 1** | **Posting Deadline for OSHA Injury & Illness Summary (Form 300A).**  Employers covered by the Occupational Safety and Health Administration (OSHA) Injury and Illness Recordkeeping Rules must post, by February 1, 2018, a summary of certain injuries and illnesses that occurred during the previous calendar year. The summary must be posted in a visible location accessible to employees from February 1, 2018, through April 30, 2018. |
| **February 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended December 31, 2017. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
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| **March 1** | **Deadline for OPIF Use By All Radio Stations.**  All radio stations will be required to use the FCC’s OPIF (Online Public Inspection File) system (<https://publicfiles.fcc.gov>) as of March 1, 2018. Commercial radio stations with five or more full-time employees located in the Top 50 Nielsen Audio Markets have been using the OPIF for all newly-created documents since June 24, 2016, and were required to upload pre-June 24, 2016, documents by December 24, 2016. As of March 1, 2018, all other radio stations are required to commence use of the OPIF system. In December 2017, the Association’s legal counsel conducted a webcast to help stations understand the March 1, 2018, requirements, and an archive of the webcast is available at <http://oab.org/Nuts-and-Bolts-of-the-FCCs-OPIF.mp4>. |
| **March 1** | **Distribute Annual Payola/Plugola Memoranda/Affidavits to Station Personnel.**  Stations may wish to use March 1 as the date for distributing an annual payola/plugola memorandum and affidavit to station personnel to ensure compliance with the Communications Act and FCC rules governing payola, plugola, and sponsorship identification. Stations may wish to consult with their communications counsel for assistance. |
| **March 2** | **All Broadcast Stations Must File 2017 Biennial Ownership Reports By March 2, 2018.**  Biennial Ownership Reports (FCC Form 323 for commercial stations and FCC Form 323-E for noncommercial stations) for 2017 are due to be filed electronically with the FCC by March 2, 2018. The Reports must be current as of October 1, 2017. |
| **March 11** | **Daylight Savings Begins at 2 a.m.: AM Stations Check Sign-On and Sign-Off Times.**  Some AM radio stations operate with Presunrise Service Authorizations (PSRAs) and Postsunset Service Authorizations (PSSAs). Those stations with PSRAs and PSSAs that are located in communities adhering to DST should make necessary power adjustments to reflect the beginning of daylight savings. |
| **March 16** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended January 31, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **March 20** | **Spring Begins—Stations Spring Clean Public Inspection Files.**  With spring here, stations may wish to comprehensively review their public inspection files to ensure that all required documents are in the file and that no extraneous records are in the file. |
| **March 26** | **Two-Month Countdown to May 26, 2018, Compliance Deadline for Video Description of Non-Textual Emergency Information Displayed During Non-News Programming.**  The FCC’s Audible Crawl Rule has been in effect since November 2015, and all television stations must be prepared to comply with a new portion of the rule by May 26, 2018. The portion of the rule that becomes effective (after two extensions of time granted by the FCC) on May 26, 2018, relates to non-textual emergency information displayed on-screen during non-news programming. All such non-textual emergency information—e.g., maps, radar images, and the like—must be “translated” into spoken text for transmission on a secondary audio stream beginning May 26, 2018. |
| **March 30** | **Annual BMI/ASCAP Reports Due.**  Commercial radio stations must file their annual BMI or ASCAP reports with the appropriate licensing agency (BMI or ASCAP) by March 30, 2018. |
| **March 31** | **Expiration of GMR Extended Interim License Agreement.**  In late December 2016, GMR (Global Music Rights) made available to radio stations an interim license agreement pending the resolution of litigation between GMR and the RMLC, giving stations the opportunity to avoid potential copyright infringement if they played songs in GMR’s repertory. GMR made the interim license available to all radio stations until January 31, 2017—for those stations that opted in, the (initial) term of the interim license was for nine months, commencing January 1, 2017 and ending September 30, 2017. With the RMLC-GMR litigation continuing, GMR offered to extend the interim license for an additional six-month period, from October 1, 2017, through March 31, 2018. Note that the interim GMR license applies only to commercial radio stations.  A separate compulsory license under copyright law generally covers terrestrial broadcasts (but not Internet streaming) for noncommercial radio stations. |
| **April 7-12** | **NAB Convention, Las Vegas.**  Broadcasters come together in Las Vegas for the annual NAB Convention. Visit <http://www.nabshow.com/> for more information. |
| **April 10** | **Quarterly Issues/Programs Lists Due in Public File.**  Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) a list of programs that have provided the station’s most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.  Full power and Class A television stations and commercial radio stations with five or more full-time employees in the Top 50 Nielsen Audio Markets must upload Quarterly Issues/Programs Lists to the station’s online public file hosted on the FCC’s OPIF website (<https://publicfiles.fcc.gov>) where they must remain for the duration of the license term. All other radio stations should continue to place the Issues/Programs Lists in the station’s paper public inspection file where they must remain for the duration of the license term (or until March 1, 2018, which is the deadline for all radio stations to begin using the FCC’s OPIF system). |
| **April 10** | **Children’s Television Programming Reports (Form 398) Due at FCC and in Public File.**  Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children’s Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th). Children’s Television Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children. These reports must be filed through the FCC’s LMS filing system, which is available at <https://enterpriseefiling.fcc.gov/dataentry/login.html>.  Once the report is filed, the FCC will automatically populate the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station’s online public file within 24 hours after filing the report. |
| **April 10** | **TV Children’s Commercial Time Limits Certifications Due in Public File.**  Each commercial full power and Class A TV station must upload records to substantiate the station’s certification, made in its license renewal application, of compliance with the commercial limits on children’s programming. These records must be uploaded to the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file for the duration of the license term. |
| **April 10** | **Class A TV Continuing Eligibility Certifications Due in Public File (for Class A TV Stations Only).**  Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station’s online public file in the FCC’s OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file thereafter. |
| **April 10** | **Transition Progress Reports Due for Certain Full Power and Class A TV Stations.**  All full power and Class A transitioning stations that are changing channels in the post-auction transition are required to file a Form 387 Transition Progress Report on a quarterly basis by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th).  Transition Progress Reports must provide information regarding steps stations have taken toward construction of their post-auction facilities. |
| **April 13** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended February 28, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **April 28** | **Political Advertising Lowest Unit Charge Window Opens for Primary.**  In 2018, Virginians will be electing members of Congress and many localities will be electing local representatives and officials. The primary election is scheduled for June 12, 2018. The LUC window for the June 12 primary election will open on April 28, 2018. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the Virginia Department of Elections website at the following URL address: <https://www.elections.virginia.gov/>. The LUC rule does not apply to non-candidate third party political advertisers. |
| **May 15** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended March 31, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **May 26** | **Compliance Deadline for Video Description of Non-Textual Emergency Information Displayed During Non-News Programming.**  The FCC’s Audible Crawl Rule has been in effect since November 2015, and all television stations must be prepared to comply with a new portion of the rule by May 26, 2018. The portion of the rule that becomes effective (after two extensions of time granted by the FCC) on May 26, 2018, relates to non-textual emergency information displayed on-screen during non-news programming. All such non-textual emergency information—e.g., maps, radar images, and the like—must be “translated” into spoken text for transmission on a secondary audio stream beginning May 26, 2018. |
| **June 1** | **Two-Year Period Closes for Virginia Television Stations to Complete EEO Menu Option Activities.**  The FCC’s EEO rules require broadcast stations to engage in specific non-vacancy outreach efforts. Every two years, stations that have more than 10 full-time employees and are not located in a “smaller market” must engage in at least four of the initiatives on the menu, and stations that are located in a “smaller market” or have five to ten full-time employees must engage in at least two of the initiatives. Stations with fewer than five full-time employees and religious broadcasters who apply religious qualifications to all employees are not required to engage in any menu option activities. For purposes of the FCC’s EEO rules, a “full-time” employee is one who works 30 or more hours per week.  For Virginia television stations, the current two-year period in which to complete these EEO “menu options” ends June 1, 2018. (Virginia radio stations are currently in the middle of their two-year period, which will end June 1, 2019.) |
| **June 1** | **EEO Public File Report Due for All Virginia Stations with 5 or More Full-Time Employees.**  Each Virginia broadcast station with five or more full-time employees must upload its annual EEO Public File Report to the station’s online public inspection file in the FCC’s OPIF system by June 1, 2018. Stations must also post the report to the station’s own website (if they have one) by the same date. |
| **June 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended April 30, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **July 1** | **Compliance Deadline for Expanded Video Description Requirements.**  New video description rules adopted in July 2017 have increased the amount of video- described programming required each calendar quarter by Big 4 network affiliates in the Top 60 DMAs, from 50 hours per calendar quarter to 87½ hours per quarter.  Of the 87½ hours, 50 of those described hours will still have to be primetime and/or children’s programming, while the other 37½ hours can be any kind of programming that airs anytime between 6 a.m. and 11:59 p.m. |
| **July 10** | **Quarterly Issues/Programs Lists Due in Public File.**  Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) a list of programs that have provided the station’s most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.  Full power and Class A television stations and all radio stations must upload Quarterly Issues/Programs Lists to the station’s online public file hosted on the FCC’s OPIF website (<https://publicfiles.fcc.gov>) where they must remain for the duration of the license term. |
| **July 10** | **Children’s Television Programming Reports (Form 398) Due at FCC and in Public File.**  Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children’s Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th). Children’s Television Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children. These reports must be filed through the FCC’s LMS filing system, which is available at <https://enterpriseefiling.fcc.gov/dataentry/login.html>.  Once the report is filed, the FCC will automatically populate the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station’s online public file within 24 hours after filing the report. |
| **July 10** | **TV Children’s Commercial Time Limits Certifications Due in Public File.**  Each commercial full power and Class A TV station must upload records to substantiate the station’s certification, made in its license renewal application, of compliance with the commercial limits on children’s programming. These records must be uploaded to the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file for the duration of the license term. |
| **July 10** | **Class A TV Continuing Eligibility Certifications Due in Public File (for Class A TV Stations Only).**  Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station’s online public file in the FCC’s OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file thereafter. |
| **July 10** | **Transition Progress Reports Due for Certain Full Power and Class A TV Stations.**  All full power and Class A transitioning stations that are changing channels in the post-auction transition are required to file a Form 387 Transition Progress Report on a quarterly basis by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th).  Transition Progress Reports must provide information regarding steps stations have taken toward construction of their post-auction facilities. |
| **July 13** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended May 31, 2018. |
| **July 31** | **TV Cable and Satellite Distant Signal Copyright Claims Due to be Filed with Copyright Royalty Board.**  TV stations with “distant” carriage of locally produced programming on cable or satellite systems during the year 2017 must file claims for copyright royalties with the Copyright Royalty Board by 5:00 p.m. Eastern Standard Time, July 31, 2018. |
| **August 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended June 30, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **August or September** | **Regulatory Fees Due.**  FCC regulatory fees for fiscal year 2018 are likely to be due­—based on historical practices­—at the FCC during August or September. The Association will distribute further information, including a notification of the specific due date, to members. |
| **September 7** | **Political Advertising Lowest Unit Charge Window Opens**.  In 2018, Virginians will be electing members of Congress and in many localities will be electing local representatives and officials. The general election is scheduled for November 6, 2018. The LUC window for the November 6 general election will open on September 7, 2018. Broadcasters should contact their local county board of elections for details. A complete list of county boards of election is available on the  Virginia Board of Elections website at <https://www.elections.virginia.gov/index.html>. The LUC rule does not apply to non-candidate third party political advertisers. |
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| **September 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended July 31, 2018. These forms are to be filed monthly, no later than the 45th day after the end of the relevant month. |
| **September**  **25-28** | **NAB & RAB Radio Show.**  Radio broadcasters gather in Orlando, Florida, for the 2018 annual [NAB/RAB Radio Show](http://www.radioshowweb.com/). |
| **September 30** | **EEO 395-Bs Due at FCC** **[Currently Suspended].**  The EEO Annual Employment Report (FCC Form 395-B) generally requires broadcasters to file statistics regarding certain categories of employees and their race and/or ethnicity. Form 395-B is generally due to be filed with the FCC on September 30 of each year. As of the initial publication of this calendar, the Form 395-B filing requirement remains suspended. |
| **September 30** | **EEO-1 Report Due to EEOC.**  Certain employers are subject to the requirement to file the Employer Information Report EEO-1 with the U.S. Equal Employment Opportunity Commission’s EEO-1 Joint Reporting Committee by September 30, 2018. |
| **October 1** | **Send Out Annual FCC Ownership Questionnaires to “Attributable Parties”.**  Each fall all broadcast licensees should collect responses to an Annual FCC Questionnaire from all officers, directors, and other “Attributable Parties.” The purpose of the Annual FCC Questionnaire is to satisfy the FCC’s requirement for licensees “to make diligent, good faith efforts to become knowledgeable” of any matters that should be reported to the FCC. You may wish to contact your FCC counsel to assist you with these Annual FCC Questionnaires. |
| **October 1** | **Registration and Fees for 2019 Unified Carrier Registration Announced.**  Broadcasters that operate vehicles whose gross vehicle weight rating (GVWR) exceeds 10,000 pounds are required to register those vehicles with, among other governmental agencies, the Unified Carrier Registration (UCR) system. Historically, applicable fees and registration details are announced on or around October 1. UCR fees for 2019 are due by the end of 2018. |
| **October 10** | **Quarterly Issues/Programs Lists Due in Public File.**  Full power TV, Class A TV, and AM and FM radio stations are required to place in their public inspection files by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) a list of programs that have provided the station’s most significant treatment of community issues during the preceding calendar quarter. In a proceeding that has been pending at the FCC for multiple years, the FCC is considering a new, standardized form for Issues/Programs Lists, but no standardized form has been adopted yet.  Full power and Class A television stations and all radio stations must upload Quarterly Issues/Programs Lists to the station’s online public file hosted on the FCC’s OPIF website (<https://publicfiles.fcc.gov>) where they must remain for the duration of the license term. |
| **October 10** | **Children’s Television Programming Reports (Form 398) Due at FCC and in Public File.**  Commercial full power and Class A TV stations must complete and file electronically with the FCC a Children’s Television Programming Report (FCC Form 398) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th). Children’s Television Programming Reports reflect efforts made by the station during the preceding quarter and efforts planned for the next quarter to serve the educational and informational needs of children. These reports must be filed through the FCC’s LMS filing system, which is available at <https://enterpriseefiling.fcc.gov/dataentry/login.html>.  Once the report is filed, the FCC will automatically populate the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) with the filed report. Full power and Class A television stations should confirm that the report is accessible in the station’s online public file within 24 hours after filing the report. |
| **October 10** | **TV Children’s Commercial Time Limits Certifications Due in Public File.**  Each commercial full power and Class A TV station must upload records to substantiate the station’s certification, made in its license renewal application, of compliance with the commercial limits on children’s programming. These records must be uploaded to the station’s online public file in the OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file for the duration of the license term. |
| **October 10** | **Class A TV Continuing Eligibility Certifications Due in Public File (for Class A TV Stations Only).**  Class A TV stations must maintain documentation sufficient to demonstrate that the station is continuing to meet the eligibility requirements to operate as a Class A TV station. These records should be uploaded to the station’s online public file in the FCC’s OPIF system (<https://publicfiles.fcc.gov>) by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th) and should remain in the public file thereafter. |
| **October 10** | **Transition Progress Reports Due for Certain Full Power and Class A TV Stations.**  All full power and Class A transitioning stations that are changing channels in the post-auction transition are required to file a Form 387 Transition Progress Report on a quarterly basis by the tenth day following the end of each quarter (and if the 10th falls on a weekend or holiday, then by the first business day after the 10th).  Transition Progress Reports must provide information regarding steps stations have taken toward construction of their post-auction facilities. |
| **October 15** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended August 31, 2018. |
| **November 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended September 30, 2018. |
| **December 3** | **DTV Ancillary/Supplementary Services Reports Due.**  All digital full power, Class A, low power, and TV translator licensees (as well as permittees operating pursuant to an STA) are required to electronically file DTV Ancillary/Supplementary Services Reports (FCC Form 317) and indicate whether they have offered any “ancillary” or “supplementary” services during the prior year ending September 30. Stations that have provided such services and received compensation for such services must also remit 5 percent of the gross revenue derived from the services. (As of the date of publication of this calendar, the FCC has under consideration revision of the filing requirement such that only those stations that derive revenue from ancillary or supplementary services would be required to file the annual report.) |
| **December 14** | **Copyright Royalty Monthly Report of Use and Monthly Usage Statement of Account Due to SoundExchange.**  Radio stations that simulcast their stations online (and other webcasters) must file with SoundExchange their Monthly Report of Use and Monthly Usage Statement of Account forms covering the month that ended October 31, 2018. |
| **December 31** | **Registration and Fees for 2018 Unified Carrier Registration Due.**  Broadcasters that operate vehicles whose gross vehicle weight rating (GVWR) exceeds 10,000 pounds are required to register those vehicles with, among other governmental agencies, the Unified Carrier Registration (UCR) system. UCR fees for 2018 are due by the end of the year. |