



**MUSIC SUBMISSION  
REQUIREMENTS**

## MUSIC SUBMISSION REQUIREMENTS

Due to the volume of music received, CFMU no longer accepts physical copy. In certain cases we may make an exception (anticipated album without digital release; local artist without internet access, etc) but arrangements must be made with the music director in advance.

### Please send:

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**Audio:** **MP3 format**, properly tagged at 320 kbps or higher.  
Please make sure all files are in **ONE** folder.  
We cannot download an album's worth of songs separately.

**Artwork:** Cover artwork in **JPG format**.

**Bio:** A short bio is preferred. (Less than 500 words)

Please send links to our music director: [cfmumusic@msu.mcmaster.ca](mailto:cfmumusic@msu.mcmaster.ca)

CFMU reserves the right to decline submissions at the music director's discretion.

## TRACKING AND EMAIL CORRESPONDENCE

CFMU receives hundreds of emails a day, many of which are spam.

We will not delete emails out of hand, but if you need a specific response from us, please make sure the subject line is clear and concise – SUBMISSION or TRACKING or HI THERE CFMU MUSIC FOLKS – or something along those lines. Mass emails from radio distro, labels and artists will be addressed.

Please contact the music office (below) for tracking hours and other info.

**RACHEL CONNELL**  
CFMU Music Director  
905.525.9140 x 22053  
[cfmumusic@msu.mcmaster.ca](mailto:cfmumusic@msu.mcmaster.ca)