

On-air Studio Training Checklist

Friendly, Supportive, and Engaging - This training is hands-on.



- ☐ Orient trainee to studio: lights, thermostat, outlets, power up equipment etc. What can and cannot be touched. Demonstrate general booth etiquette, cleanliness and organization.
- ☐ Demonstrate a smooth transition from one live show to the next. If there isn't a transition during this session, explain how one would work.
- ☐ Demonstrate the completion of the Programmer log at start of show. Explain what should be noted and when issues should be posted to the [Google Group](#).
- ☐ Review the Transmitter log and when to take readings.
- ☐ Demonstrate Board operation and organization of input/output channels. Explain the function of Program and Audition.
- ☐ Demonstrate monitoring broadcast and volume control - both headphones and monitor speakers.
- ☐ Demonstrate use of all microphones, CD player, turntables and console, and computer (iMac) audio operation. Demonstrate connection to laptops, mixers, phones, mp3 players, etc using the Auxiliary channels cables and channels.
- ☐ Explain [phone capabilities and etiquette](#).
- ☐ Demonstrate use of the [Denon Recorder](#).
- ☐ Introduce [Spinitron](#), show capabilities and allow trainee to log songs.
- ☐ Allow the Trainee to operate all functions of the studio for a bit to experience the multitasking involved during a broadcast.
- ☐ Note broadcast responsibilities: Announcing legal ID at the top of the hour, when to use F-bomb script, reading announcements or PSAs.
- ☐ Review items posted on the bulletin board, in the booth binders and the [Programmer Resources page](#) of 993wbtv.org.
- ☐ Note the list of WBTV-LP contacts for help and emergencies. When and who to call when *insert unexpected radio situation*.
- ☐ Explain Automation programming and the importance of making sure the channel is on and the slider is up, how silence is scheduled for live shows so the DJ need not adjust the automation slider or turn off the channel.