Read's WRGP The Roar Station Guide Housekeeping policies:

1. To have the door unlocked for you, press the "door bell" (located to the right of the station's entrance) outside of GC 214. A DJ will let you in once you've rung the bell.
2. Do not leave trash/food/drinks in the studio or lounge. There is a trash/recycling bin located immediately outside of the studio doors.
3. Do not bring more than three swivel chairs into the studio at one time. Use four-legged chairs if the studio becomes crowded. *Be aware that there are many delicate buttons, switches, and knobs all set around knee-height and the chairs can easily damage them if used irresponsibly.
4. The studio light control dial is located on the left side of the room. The lounge's light controls are on the right side of the room next to the door. *The higher you turn the dial, the hotter the room will get, so always remember to turn it off when you leave.
5. Sign in to the notebook on the right side of the main desk in the studio. Write the date, your time in, and time out.
6. Do not allow any individuals into the station who do not identify themselves as a DJ or member of Student Media.



Figure 1 Turn on the light left side of the wall when you enter the room.

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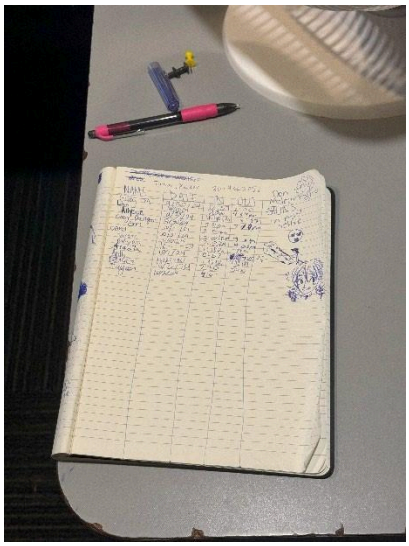


Figure 2 Sign in (Name, Date, Time In, Time Out)

Getting set up for your show

1. When you enter the studio, use the aux cord on the left side of desk to plug your computer/phone into the soundboard. Computer is preferred. If necessary, use one of the adapters (USB-C or Lightning).
2. Set your computer/phone to **mute all other apps or programs** to avoid interruptions. Keep **Do Not Disturb** mode on so that notifications don't leak through the broadcast.
3. Play a brief sound to test the setup.
4. Turn on the **MATCHBOX** source and slowly raise the fader until you can faintly hear the audio. ***Note:** This is just a quick test to confirm that the audio is working properly before going live.
5. Once you've confirmed your device is outputting sound properly, turn of the **MATCHBOX** source on the **soundboard.**

Using the Mac

1. Go to the Mac and turn down the volume all the way on the MegaSeg application.

Figure 3 Go to the Mac and turn down MegaSeg





Figure 4 ***The Axia Radius IP 8- Fader is just a swell soundboard. Gets the job done.***

Here's a button/fader/knob breakdown for the soundboard:

A1: MIC 1's Volume Fader
A2: MIC 1's ON/OFF switches
B1: MAC's Volume Fader
B2: MAC's ON/OFF switches
C1: MATCHBOX (AUX) Volume Fader
C2: MATCHBOX (AUX ON/OFF switches
E: Studio Speakers Volume Knob
F: Headphones Volume Knob
G: Broadcast Volume Meter
H: Studio Speakers Volume Meter
I: The 5-minutes-fast clock
J: The Preview Button (To hear sound without it playing on air)

Playing Required Audio tracks (Top Hour, PSA, Promos/Drops)

1. On the **Mac**, open **iTunes** then the **Top Hour playlist**.
2. *Click play on a Top Hour audio (I'd recommend the **Copacetic Communion Top Hour**).*
3. Play a **PSA**, followed by **either a drop or a promo**.
4. After playing the Top Hour, Promo, and/or Drop, **go to the soundboard** and **turn off** both **MATCHBOX** and **MAC**.
5. Turn on mic 1 (preferred, located on the left). If using mic 2 (on the right)

Doing the On-Air Read and introducing your show

1. Turn the Mic 1 fader about 80% of the way up. *Always keep an eye on the volume meter and make sure it doesn't hit red. Turn the volume down on your device or lower the fader if you see it hitting the red (around -11 I think)
2. Keep the microphone a couple of inches away from your noggin.
3. Perform the On-Air Read (OAR) and preface it by stating your **DJ name**.
    a. *Example: "I'm your host, Ol' Mr. Read."
4. Mention the **name of your show**
    a. *Example: "...and you're listening to the 81st episode of the Copasetic Communion Blues Show."
5. Describe your show's **genre** or **theme** to give your listeners an idea of what they'll hear.
6. After your introduction, begin by saying:
    a. "you are listening to The Roar Miami, FIU's studentrun radio station. That's on 95.3 FM around campus, 96.9 FM in North Miami, and 88.1 FM in Homestead. You can listen to us online any time and anywhere at www.theroar.miami and follow us on social media *@theroarfiu*. Request lines are currently open at (305)
    348-3575. That's (305)FIU-3575.

b. *Note: The **On-Air Read** script is clipped to a clipboard on the shelf behind microphone and you don't need to

memorize it; just refer to the piece of paper that's been there for nearly a decade.

7. After the OAR, you can either introduce the first song, genre, artist, or share a quick anecdote about the musician. *This is optional but can add a nice touch for the listeners.
8. Before continuing, go to the **soundboard** and **turn off MIC 1** once you finish the on-air read.
9. After turning off the mic, switch on the **MATCHBOX**.

a. Adjust the fader to the black bar near three-quarters to the top. Watch the volume —if it's in the yellow, you're good. If it hits red, lower the fader or the volume on your device.

Responsibilities at the half hour mark

1. Aim to finish the song you're playing around the 28-32 minute mark.
2. Using the **soundboard** buttons, turn off **MATCHBOX**
3. Go to the **Mac** and open **iTunes** and play a PSA, followed by either a promo or a drop. No Top Hour this time.
4. After playing the PSA and the other mandatory audios, turn the **MAC** off using the **soundboard** and get ready to do another On-Air Read.
5. Perform another On-Air Read similar to the one at the start of the hour, introducing yourself, your show, and a brief description of the subgenre or theme.
6. Go back to the **soundboard** and **turn off MIC 1**
7. Turn the **MATCHBOX** source on using the **soundboard**
8. Play the song from **your device** and **remember it** (because when you make your track list for the website later, you'll have to separate the halves at the right song).

Responsibilities for the second half hour of your show

1. During the time between the end of your show and the beginning of the next DJ's set, transcribe the song names onto the **WordPress** website that can be found through **Google Chrome** on the **Mac** (more on this later).

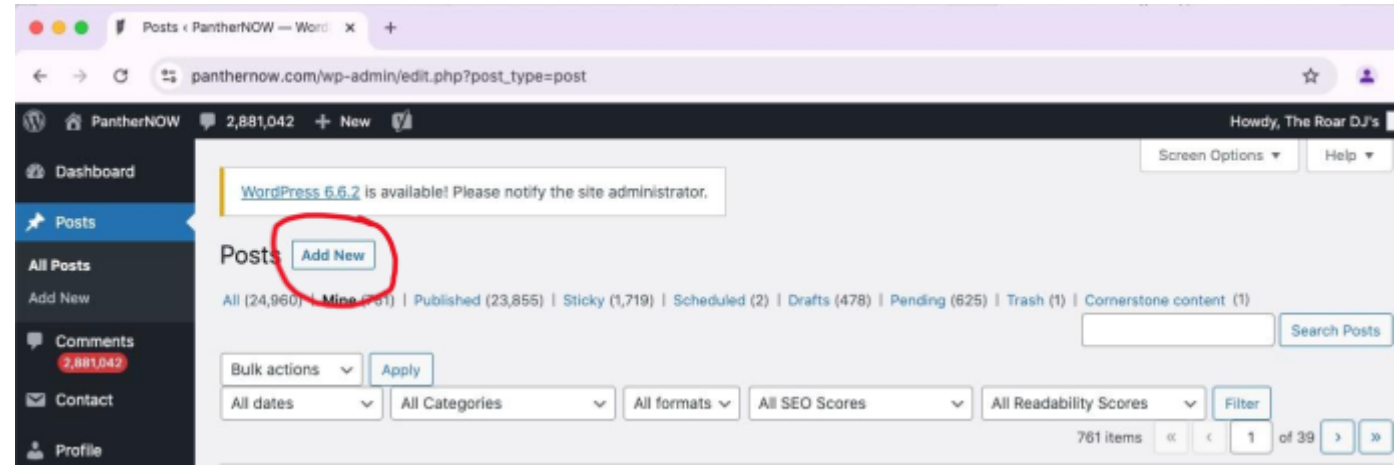
2. Communicate with the **upcoming DJ** how they would like to transition the speaking roles at the top of the hour. If the **incumbent DJ** wants to do the OAR, they may choose to introduce the **next DJ**, their name, and genre. You could use **MIC 1** and **MIC 2** but changing seats works just as well.
3. At around 57-59 minutes, prepare to end your set.
4. If there's another DJ after you, fade out the music **early** to give them time to set up.
5. Keep **your device** on the **right** side, and have the **incoming** DJ place theirs on the **left** for a clean transition (like Lewis Hamilton and Mercedes)
6. The aux cable can be fragile, so handle it gently to avoid damage.

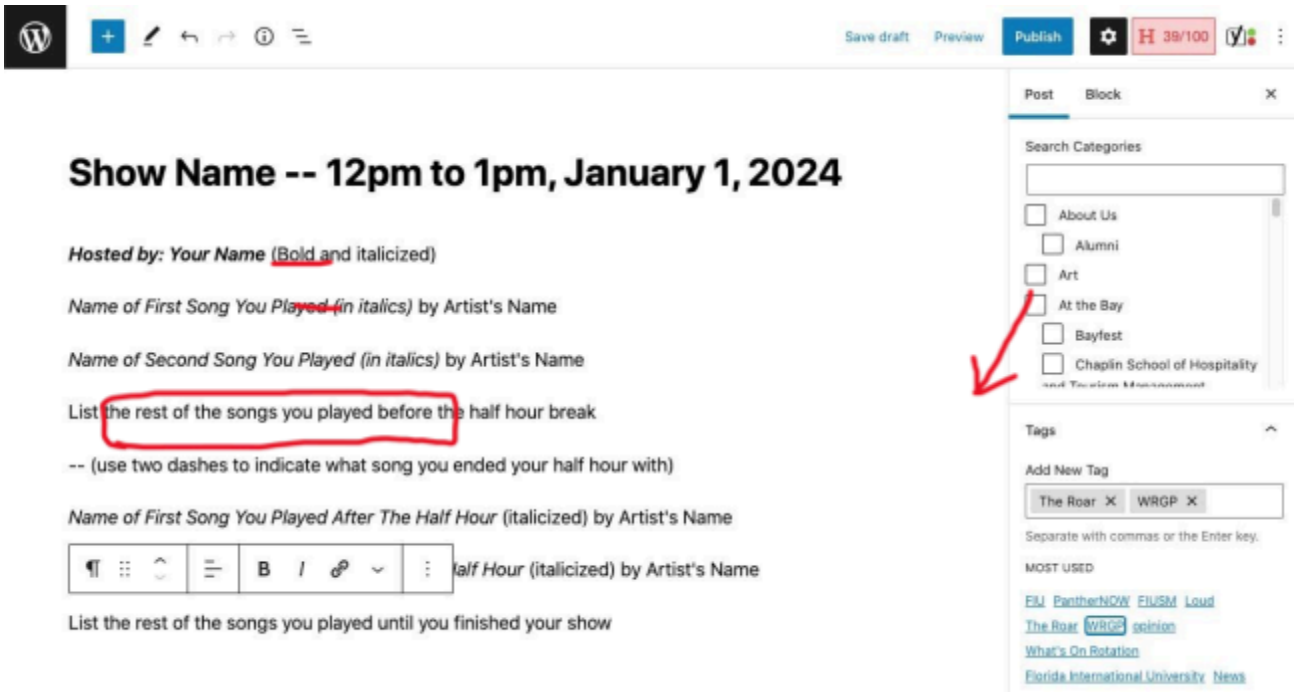
If there is no DJ following your show

1. When you end your show, go to the **soundboard** and turn on the **MAC** source (adjust volume)
2. Go to the **Mac** and ensure the **iTunes** audio is paused
3. Open the **MegaSeg** program.
4. Increase the volume to the maximum within **MegaSeg** (located in bottom right corner)
5. When the **MegaSeg** audio is playing through the speakers, you are officially done with your show. The automated program will keep the station alive 24/7.

Recording your tracklist onto the WordPress website

1. As per the FCC guidelines, all DJs are **required** transcribe their tracklist onto the Roar's **WordPress** website
2. Open up **Google Chrome** and navigate to the following website: www.panthernow.com/wp-admin
3. Sign in using the credentials typed on the sheet next to the OAR script.
4. Add New post and follow the format outlined below. Ensure you meet all formatting requirements





Examples:
Jayson's Training Show #1 (Christian Traditional) – 7pm to 8pm, August 30, 2021
Hosted by: Jayson (Ol' Mr. Read)
Wade in the Water By Big Mama Thornton
Down By The Riverside by Memphis Minnie
There'll Be Peace In The Valley For Me by Sister Rosetta Tharpe
Mary Don't You Weep by Aretha Franklin
Jesus Christ by Woody Guthrie
They Hung Him on the Cross by Lead Belly
Gospel Plow by Bob Dylan
When The Saints Go Marching In by Hank Williams
--
John the Revelator by Blind Willie Johnson
You Got To Die by Blind Willie McTell
I Got the Cross the River Jordan by Blind Willie McTell
Jesus Gonna Make Up My Dying Bed by Josh White
Samson and Delilah by Rev. Gary Davis
Swing Low, Sweet Chariot by Big Bill Broonzy
This Train (Bound for Glory) by Big Bill Broonzy
Ezekiel Saw The Wheel by The Golden State Quartet
Jesus Met the Woman at the Well by The Swan Silvertones
Don't you Weep, O Mary, Don't You Weep by Sister Rosetta Tharpe
Just A Closer Walk With Thee by Sister Rosetta Tharpe
Nobody Knows the Trouble I've Seen by

Mahalia Jackson

Jayson's Training Show #3 (American Folk Revival) – 3pm to 4pm, October 1, 2021
Hosted by: Jayson (Ol' Mr. Read)

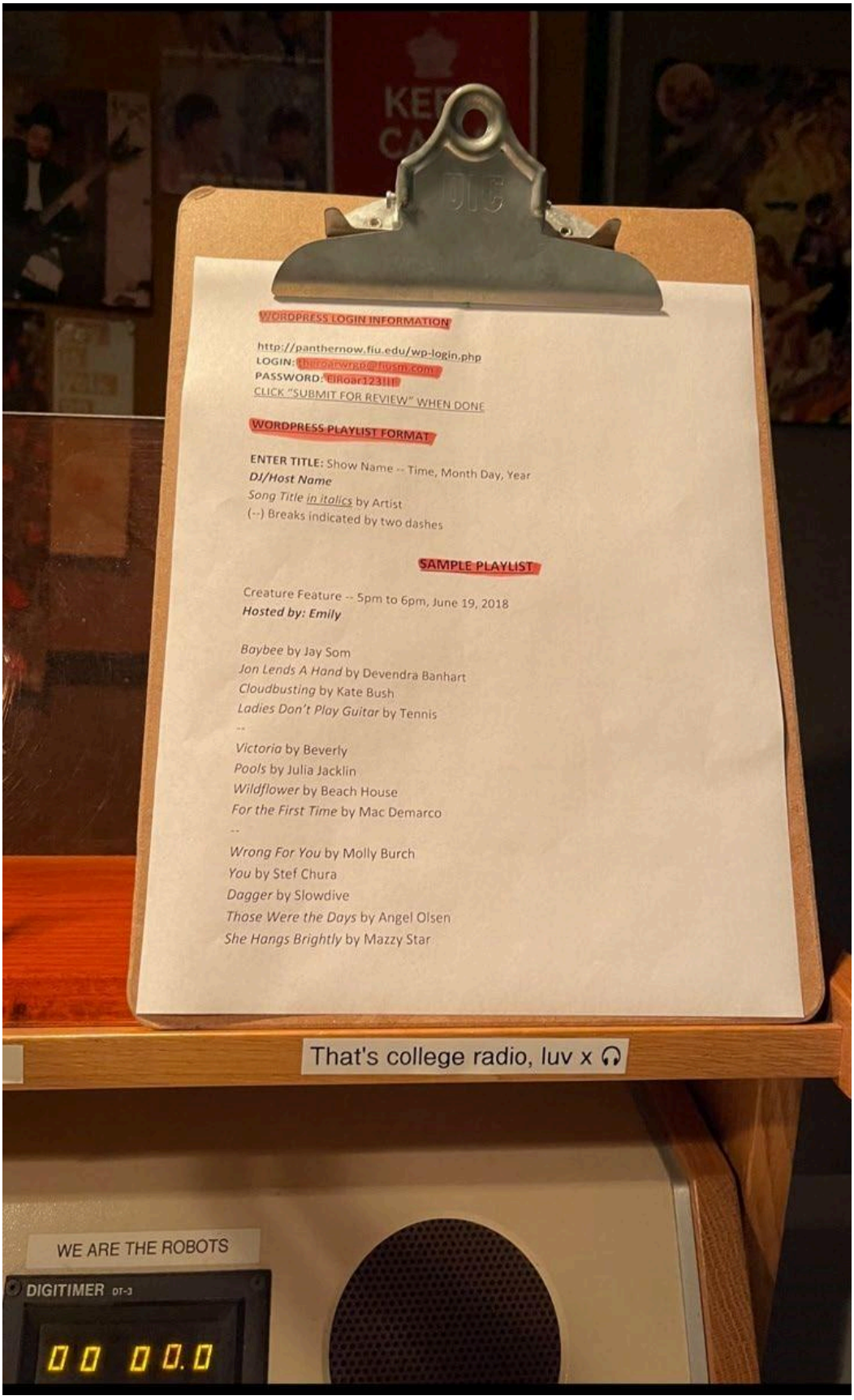
Midnight Special by Lead Belly
Molly Malone by Josh White
John Henry by Big Bill Broonzy
Freight Train by Elizabeth Cotton
Jack Of Diamonds by Skip James
The Gallis Pole by Lead Belly
Cowboy's Lament by Burl Ives
The Dying Cowboy by Cisco Houston
Hang Me, Oh Hang Me by Dave Van Ronk
--
Ol' Riley by Jack Elliott
Donna Donna by Joan Baez
Barbara Allen by Merle Travis
Frankie And Johnny by Pete Seeger
Waiting For A Train by Jerry Lee Lewis
Old Chisholm Trail by Gene Autry
Copper Kettle by Bob Gibson
Moonshiner - Studio Outtake - 1963 by Bob Dylan
Days of '49 by Bob Dylan
Mountain Dew by Willie Nelson

Jayson Training Show #6 (Funk From the Rhythm and Blues Generation) – 3:30pm to 4:30pm, October 22, 2021
Hosted by: Jayson (Ol' Mr. Read)

Everything I Do Gohn Be Funky (From Now On) by Lee Dorsey
O Me-O, My-O by Lee Dorsey
Move on Up by Curtis Mayfield
Madame Mary by The Impressions
Sit Down and Talk This Over by Wilson Pickett
Instant Groove by King Curtis
Give It What You Can by Sam & Dave
Home Is Where the Heart Is by Bobby Womack, The Brotherhood

What It Is? by The Temptations
Groovin' Time by Otis Redding
--
Feelin' Frisky by Syl Johnson
Papa's Got a Brand New Bag by Charles Wright & The Watts 103rd Street Rhythm Band
Driving Wheel by Al Green
Funky Hot Grits by Rufus Thomas
Love Ain't Nothing but a Business Goin' On by Junior Parker
Nothing to Do But Today by The Isley Brothers
Tighten Up Your Own Thing by Etta James
Funky Fever by Clarence Carter

Once you've written out your tracklist and followed the correct format (for titling it, showing where the halftime break occurred, and italicizing your track names only) you'll be ready to click publish.


WORDPRESS LOGIN INFORMATION
http://panthernow.fiu.edu/wp-login.php
LOGIN: thisroarwrpp@fiusm.com
PASSWORD: ElRoar123!!!
CLICK "SUBMIT FOR REVIEW" WHEN DONE
WORDPRESS PLAYLIST FORMAT
ENTER TITLE: Show Name -- Time, Month Day, Year
DJ/Host Name
Song Title in italics by Artist
(--) Breaks indicated by two dashes
SAMPLE PLAYLIST
Creature Feature -- 5pm to 6pm, June 19, 2018
Hosted by: Emily
Baybee by Jay Som
Jon Lends A Hand by Devendra Banhart
Cloudbusting by Kate Bush
Ladies Don't Play Guitar by Tennis
--
Victoria by Beverly
Pools by Julia Jacklin
Wildflower by Beach House
For the First Time by Mac Demarco
--
Wrong For You by Molly Burch
You by Stef Chura
Dagger by Slowdive
Those Were the Days by Angel Olsen
She Hangs Brightly by Mazzy Star
That's college radio, luv x
WE ARE THE ROBOTS
DIGITIMER DT-3

Appendix Figure 5 Go to the Mac, open iTunes then the Top Hour playlist. Click play on a Top Hour song (I'd recommend the ***Copacetic Communion Top Hour****).*

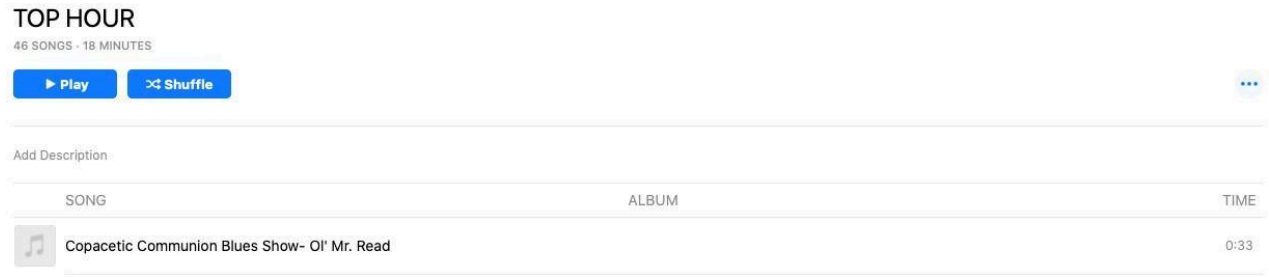


Figure 6 Play a PSA, followed by either a drop or a promo.

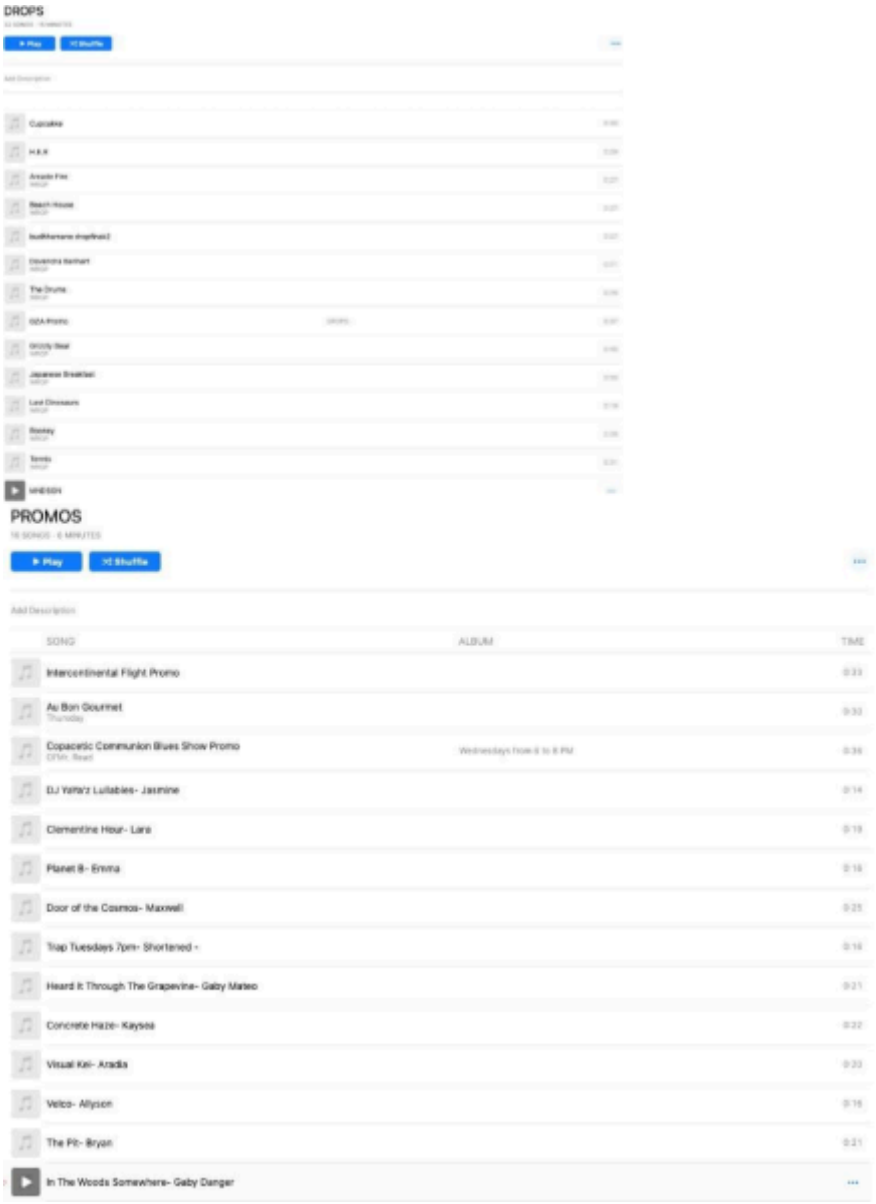


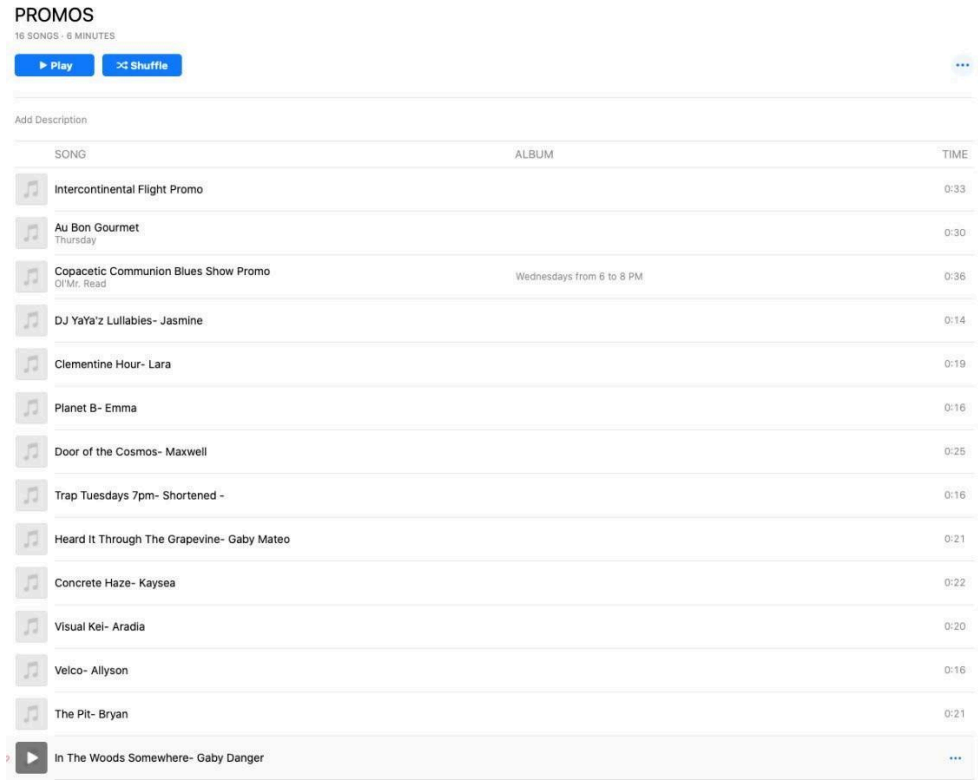
*Figure 7 The **MATCHBOX** Source is connected to the aux cable you'll plug your device into*



Figure 8 Turn the Mic 1 fader about 80% of the way up. Always keep an eye on the volume meter and make sure it doesn't hit red. Turn the volume down on your device or lower the fader if you see it hitting the red (around -11 I think)



Figure 9 Play a PSA, followed by either a drop or a promo


PROMOS
16 SONGS · 6 MINUTES
Play
Shuffle
Add Description
SONG
ALBUM
TIME
Intercontinental Flight Promo
0:33
Au Bon Gourmet
Thursday
0:30
Copacetic Communion Blues Show Promo
Ol'Mr. Read
Wednesdays from 6 to 8 PM
0:36
DJ YaYa'z Lullabies- Jasmine
0:14
Clementine Hour- Lara
0:19
Planet B- Emma
0:16
Door of the Cosmos- Maxwell
0:25
Trap Tuesdays 7pm- Shortened -
0:16
Heard It Through The Grapevine- Gaby Mateo
0:21
Concrete Haze- Kaysea
0:22
Visual Kei- Aradia
0:20
Velco- Allyson
0:16
The Pit- Bryan
0:21
In The Woods Somewhere- Gaby Danger

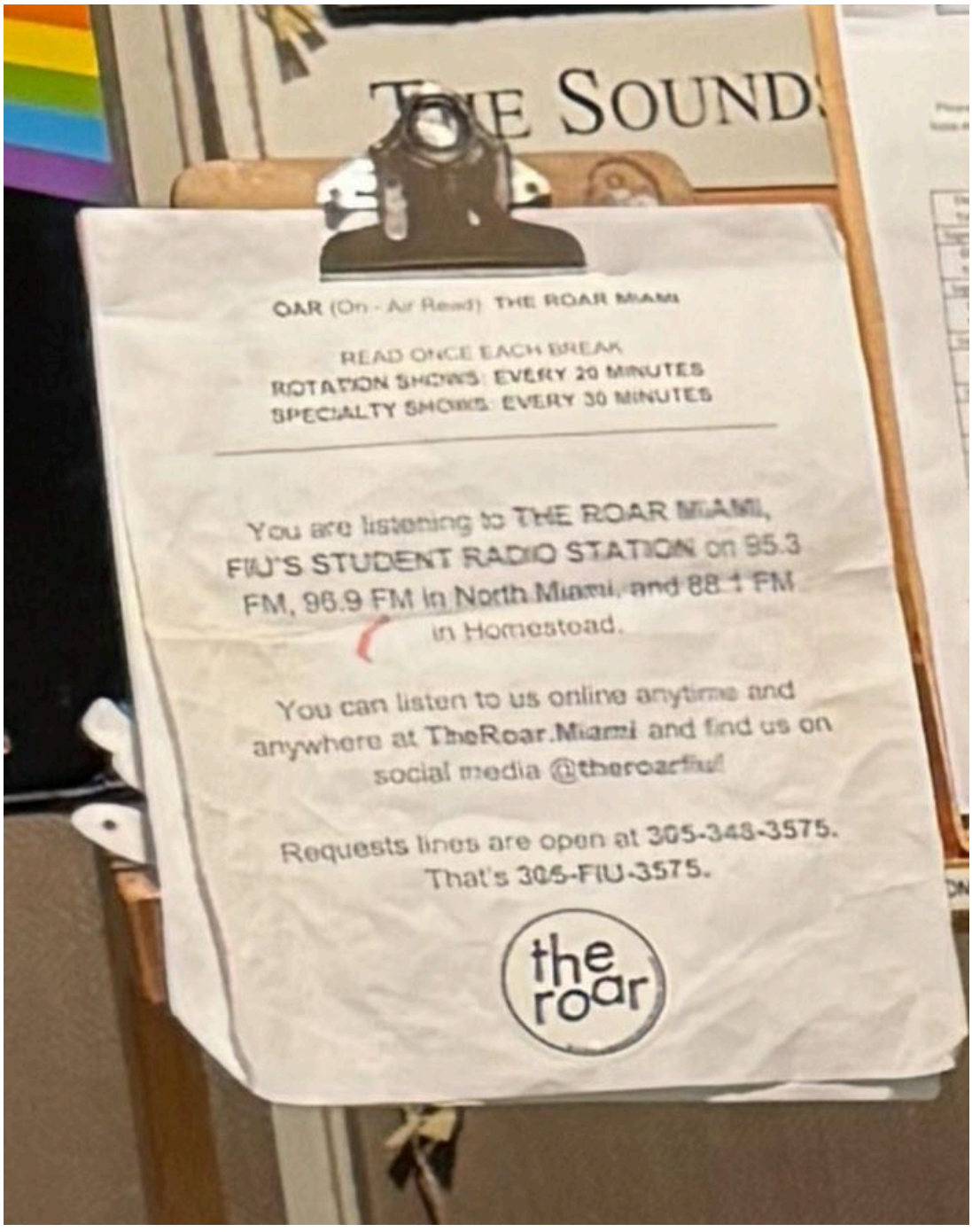
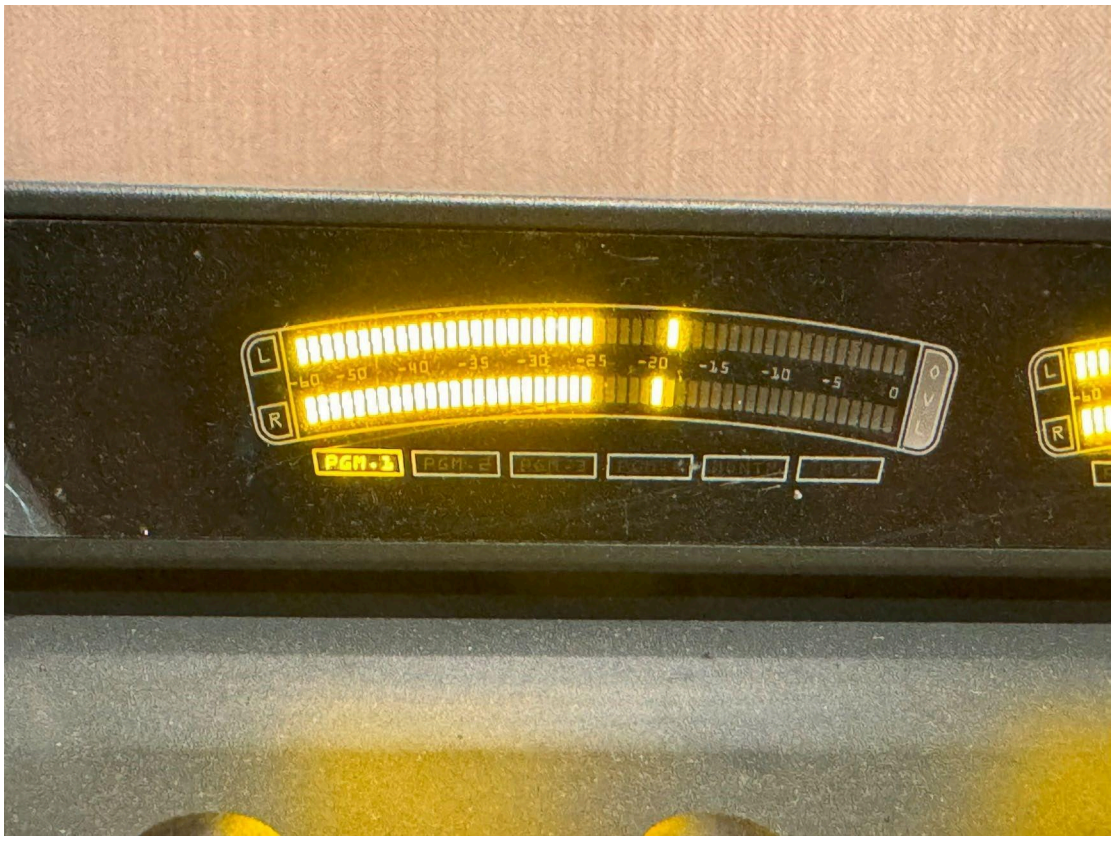


Figure 10 This level is about where you should keep it throughout your show


L
R
-50
-40
-35
-30
-25
-20
-15
-10
-5
0
PGM-1
PGM-2
PGM-3
PGM-4
MONITOR