



KWOU PAWDCAST Studio Exit Requirements

Leaving the PAWDCAST Studio

Log off the recording computer but leave it on and ready for the following user to log in. The mixer and headphone amps should be powered down, with all volume controls "zeroed." Move files from the studio computer to your own media or online storage before you vacate the studio. Files left on the computer may be deleted at any time without notice. At the end of your time in the studio, you must return all equipment (i.e., headphones, microphones, chairs) to their original locations. All trash and other personal items should be removed. Ensure all lights are turned off and the door is shut.

Leaving Terry House

Ensure you leave quietly, as there are student employees who are hard at work. Make sure the last person leaving the studio turns off all the lights in the hallway nearby and closes the Terry House door completely.

Key Return

Return the key to the Student Engagement front desk staff (information desk) in the Warner University Center (WUC) within 24 hours of the conclusion of your session. If the WUC is closed within that 24 hour timeframe, please leave your key on the PAWDCAST studio recording table and promptly notify the KWOU Station Manager via email.