Required Info for all DJs

*You are required to know this information and certify that you have indeed been provided with it and have learned it to the best of your ability. Certification is required to be on air.*

-Door code for 2014-2015 is **1964\***

-KTRM broadcasts 24 hours/day, 7 days/week

-KTRM’s legal ID is “KTRM-Kirksville” and must be aired between :55 and :05 of every hour

-The *public file* contains all information required to be kept by the FCC such as issues programming, transmitter readings, underwriter records, etc., and is kept in both the station manager’s office, and the Communication Department’s office (BT1400)

-Any member of the public can request to see the public file, but cannot leave with it. If someone requests to see the file, present it to them in the lobby and stay with them while they look through it. If possible, contact a manger.

-The words “shit, piss, cunt, motherfucker, cocksucker, tits, goddamn” or any variation of those words violate FCC regulations, in addition to describing sexual actions or excretory functions

-It is station policy to also not use the words “faggot, nigger, pussy” or any other derogatory term or term deemed particularly impolite to use, subject to review on a case-by-case basis. If you’re not sure, don’t say it and ask a manager

-In addition, because KTRM is a non-profit station, any calls to action (such as “come on down to Joe’s Chop Shop”), prices, or comparisons (such as “Joe’s Chop Shop is better than Frank’s Chop Shop”) violate FCC regulations

-During every on-air break, the DJ should read an upcoming event, underwriting spot, or promo, and must open the mic each time with “Kirksville’s Tru Alternative 88.7 The Edge” or the legal ID, and also must backlog the music played in the last block

-DJs must fill out and submit an FCC log for each show

-Any mistakes or violations of regulations or rules must be noted in the Discrepancy Log, located next to the FCC on the website

-A DJ must take transmitter readings during each show and record them in the FCC log to ensure that the station is broadcasting within its FCC-approved frequency

-DJs must check the spot logs on the on-air computer at the beginning of each show to see what spots they are to read or play during their show

-The request line (785-5876) must only be answered when the DJ is not on the mic, and should be answered with “KTRM” or “The Edge”

-Food, drink, alcohol, smoking, and drugs of any kind are not allowed in the on-air booth

-Turning on the automated DJ, Simian, is not an acceptable solution to missing your show

-All-staff meetings are mandatory. Failure to attend an all-staff is grounds for termination

-Attendance for all shows is mandatory. Failure to attend a show without notice is grounds for termination.

-If you must miss a show, you must submit the dates you plan to miss to the Continuity Director and/or Station Manager within the first week of the semester

-If the DJ must miss a show or a meeting, they must email the Chief Announcer 24 hours beforehand and follow the sub protocol established by the Continuity Director

-Only DJs who have passed the FCC test or other pre-approved (by a manager) guests are allowed in the on-air booth

-KTRM staff are not allowed to win KTRM contests