



OPERATIONS MANUAL

Fall 2014

KANM Operations Manual

Revised 9/9/2014

Station Information

About KANM

KANM's mission is to provide Texas A&M and the Bryan/College Station community with a non-commercial alternative to locally available media. We aim to maintain a quality, professional on-air product.

The beginnings of KANM are shrouded in secrecy – well, ok, just mystery. As far as we can tell, student radio at Texas A&M has existed since 1971, when a member of the Corps of Cadets started a for-profit cable FM station (then KBCS) in 1971. Once the founder graduated, the usual college radio slacker crew took over and turned it into a non-profit operation. In 1973, SGA started student government radio, which may or may not have merged with the remnants of the existing operation. This then turned into the student organization we all know and love, KANM, and after numerous moves, and many trials, tribulations, and small miracles, got us to where we are today.

This book is to help you with any questions you might have about the station and doing your show. Always though, if you are unsure about something, just ask another DJ or an officer.

The KANM Officer Committee

Station Manager: The head honcho. They're in charge of making sure everyone does his or her jobs.

Programming Director: Assigns DJs and shows, oversees applicable regulations, makes sure we have quality programming.

Music Director: Keeps the music rolling in for free. The library is under their supervision, so treat it well and use it often.

Engineering Director: Installs and maintains electrical equipment, oversees the technical aspects of the station, and maintains signal quality.

PR Director: In charge of flyers, stickers, t-shirts, fundraising coordination, and general promotions.

Finance Director: Collects dues, pays the bills, and handles our finances.

Webmaster: Keeps the KANM website up to date and functioning.

Secretary: Keeps the officers organized and writes this thing.

The Music Library

The music library exists to provide DJs with a large quantity of good music to play on the air and for general listening enjoyment. The CDs in the library are NOT to be taken from the station. If you want to copy a CD you are free to rip them to your laptop. CDs have been meticulously, painstakingly organized (haha... yeah...), so be sure to put them back in the correct place when finished. There is no "to be re-filed" pile, and don't even think about starting one.

The Office / Other Rooms

The office is where the officers conduct station business. Only officers can access the office. The room to the right is called the MD room, where any DJ is free to use the computer, supplies, etc. This is also where you'll put in CD reviews for the library. You can put music on in the MD room using the CD reader or Spotify, YouTube, whatever else. Show other DJ's good music! Next to the studio is the production room, this is where you can record promos for your show or the station or really anything. We'd be more than happy to use the room to record, just talk to one of the officers to schedule something.

The Studio

This is where the proverbial 'magic' happens. This is where the expensive stuff is, like our broadcast console, CD players, and all the stuff in the big rack. Please treat the broadcast equipment with care and respect, a ton of work has gone into it. **Don't eat or drink anywhere near the equipment.** If you were to spill something in the console, you would be expected to buy a new one for us (yes, a brand new one, for \$10,000), so don't risk it.

Doing Your Show

Always show up 10 minutes early. In the event that you will be late, call the DJ on duty. Consistent programming is extremely important to offer to both the public and potential underwriters. If you know you are always going to be late because of work/class/whatever either cancel your show or move your show to a different time that you can make. If you have to miss a show or need to switch your show time, make sure to email the Programming Director twenty-four hours in advance.

It's a good idea to make a playlist beforehand, just to keep your show running as smoothly as possible. This will also help when logging your show online.

As soon as your show time has started you should log in to KANM.TAMU.EDU, this is run through the A&M CAS system, so your password is just your NetID. On the side will be a tab called "DJ Portal," click that and there should be a tab called "Enter Show," enter your playlist there. An officer should have shown you how to do this in training. If you forget, just ask another DJ. Make up a cool story that you got kicked in the head by a giant cat and forgot everything. It'll be funny.

During your show you should be playing 3 virgin tracks per hour (unless given specialty status by the programming director), playing and logging 2 PSAs per hour. This is all on your policy sheet. Deviation from this format can result in a show strike.

On the top of the hour (+/- 5 minutes) say "KANM Student Radio - The college station of College Station" followed by your show name and your name. It's also a good idea to mention what kind of music you play, or what your talk show is about.

You should announce the songs and artists you've played. Mention some combination of artist, title, album, and/or label. Avoid saying "after that... and after that..." or "and before that... and before that..." Feel free to be creative with this. Throw in some neat facts about the bands, talk about what they are like live, etc. Also, tell the listeners about the online playlist feature so they can follow along. That being said, don't talk unless you have something to say. People want to hear music, not talk. That also being said, the reason people are listening to your show and not iTunes is because they want your music. Let them know why you love a certain band or what they did well on their latest album, say a few things relevant to the music, and maybe announce a cool community event coming up, or tell a quick joke. Make sure though to keep it as short as possible. Your break should last from a few seconds up to around 2 or 3 minutes, but shouldn't go over 3 minutes. For talk shows, this is somewhat of a moot point.

Pretend you are talking to just one person. How many times do you hear TV anchors address the audience as "Our viewers..." or a radio DJ say "Our listeners..." Just say "you" (it's both singular and plural) and you will sound like a pro.

NEVER, EVER, TALK ABOUT HOW MANY LISTENERS YOU HAVE. NO ONE LISTENING CARES HOW MANY OTHER PEOPLE ARE LISTENING.

You should have a plan for what you will say before you go on the air. Use a natural-sounding voice. DO NOT mumble. Never mention technical terms on the air, like virgin, cart, PSA, etc. Saying "Here's a PSA" or "I have to find a virgin now" can confuse (or disturb) listeners. Just play it or say "Back with more after this." Don't talk about station equipment problems or management. Do not criticize types of music or bands you don't like; you'll just end up looking like an ignorant jackass. This does not mean that you can't give your opinion of a new CD or a band; just don't unduly bash a band or genre just because you don't like it.

More Don'ts: Rustling papers, shuffling CDs around, etc. while the mic is on. Popping the mic on and off with the level up. Lying to listeners. Mumbling. Conversing with a friend over the radio. Talking after each song, or not talking for 30 minutes or more. Using radio jargon on air. Talking on the mics without wearing headphones.

Be Nice: KANM will not tolerate racist, sexist, homophobic, or otherwise prejudiced programming.

No Rioting: Don't incite a riot or fight with your words on the air.

Guests: ONLY TWO GUESTS ALLOWED IN THE STUDIO AT ONCE. Lots of guests mean lots of chaos, noise, and distractions in the studio, which are bad things. One exception to this rule is for an interview of a few people or a performance by a band. Do bear in mind that you are responsible for your guests' actions and for cleaning up after them if they are slob. Also, don't let friends at the station affect the quality of your show's programming. If you're going to play a mainstream show because your friends are here, don't invite them! You'll give our programming and music directors ulcers.

Food: Don't eat or drink at the mixing console. Eat at the table, on the couch, anywhere else as long as it's AWAY from the console. If you were to somehow spill something into the console, you would have to buy us a new console. So unless you have \$10,000 lying around that you don't want, don't eat or drink near the console. And it bears repeating here: FOOD TRASH GOES IN THE BIG GREY GARBAGE RECEPTACLE BY THE ENTRANCE TO THE STATION, NOT IN THE STUDIO.

No: Alcohol. Smoking. Illegal drugs. Guns or other concealed weapons. Forest fires. Smaller, non-forest fires or flames of any kind.

After Your Show

If there isn't a DJ after you, push up the fader on Billy (the auto-DJ) and make sure the channel is on. Leave the station cleaner than when you got there. Put your CDs away, throw your trash away. If you constantly leave a mess, expect to have a flaming poo bag on your doorstep when you least expect it. If the previous DJ is habitually messy, please let an officer know.

Music

KANM is primarily a music education/awareness venue. We exist to "educate" the listener on music they otherwise may not know about or even are aware of. The station is not made to be a jabber-with-friends or placate-your-guests-with-music-you-know-is-too-mainstream-to-play for two hours.

Our mission is to provide an alternative to music already receiving airplay both locally and nationally. This means that if a song charts on the Billboard Top 100, Billboard Pop 100, or Billboard Mainstream Top 40, you cannot play any music off of the album that the song appears on. Nirvana and Pearl Jam have had their day. **Let it go.** Ultimately the Programming Director and Music Director decide if what you've been playing is mainstream. Ask one of them if you want to play something questionable. Remember that the KANM church considers it to be a cardinal sin if you play a hit song by an artist. If you are in doubt as to whether something is mainstream, don't play it.

Obscenity/Indecent Material

Oh hey look here's the section I was talking about. This is the section where I write "shit, piss, fuck, cunt, cocksucker, motherfucker," and you laugh. Don't say that stuff on the air. While KANM does not have an FCC license we broadcast on-campus via cable and on an Internet stream to a wide potential audience of the general public. We expect you to present as professional an on-air product as possible and to follow FCC rules, especially regarding profanity. Also, anything that describes in a "patently offensive" way any sexual or excretory function or the organs involved in said actions could be considered indecent, be aware of what you are saying. While what is considered indecent by the FCC is governed by community standards as a nation and not as a region, College Station is NOT San Francisco, so take note of the fact that A&M and community are very conservative and keep KANM out of trouble with the general populace and especially A&M.

There is a difference between indecent and obscene material. Indecent material includes using the aforementioned words in a context that at least can be construed as an artistic expression. Obscene material is something that has extremely little to no artistic value. This basically includes pornography and explicit descriptions or sounds of sexual activities or other bodily functions. Also, technically, you may not broadcast indecent language even if it is in a foreign language.

We try to give you a heads-up on indecent material in our CDs wherever possible. On each CD review is a list of FCC-unfriendly tracks. If the FCC list is blank, there is a possibility of indecent material (many CDs are not listened to in full), but none was heard while reviewing them. If the FCC list says "-" or "None", there should be no indecent material on it. Feel free to hand write a track number containing indecent material to the FCC list if you caught something the reviewer missed – but remember you are responsible for any indecent material broadcast during your show. So if you can, audition before you play to make sure it's clean. If you have guests in the studio, make sure

they are aware of what can and cannot be said. If they decide to ignore these rules, you must take them off the air.

But fear not, between the hours of 10pm and 6am you may broadcast indecent material. This only applies to music or programs you are broadcasting. On air hosts and their guests or callers may not, at any time, use indecent (or, of course, obscene) language. If you intend to broadcast indecent material during these hours, give a warning before you play it. While you are allowed to air indecent material, don't air indecent material for indecency's sake. Remember our goal is to provide an alternative radio experience, not juvenile humor like DJs on commercial stations.

PSA's / Readouts

You have to play two PSA's and required readouts each hour. PSA's keep everyone safe... or something. They're on the computer closest to the mixing desk in Rivendale. You should be shown how to use this during training. There will also be some required readouts. These are for a lot of different things, but are pretty generally important. You also need to read one station ID and one show promo per hour.

The Virgin Rack

The Virgin Rack consists of new CDs deemed to be of high quality content. Its rotation time averages around two months. It spans all genres, but is mostly a reflection of how many CDs we receive.

You must play **3 virgins per hour** for the duration of your show – **each from a different CD**. This ensures that we continue to receive CDs, the lifeblood of the station. If the CDs stopped coming in, our Music Director would quickly wilt and die. We report our charts (Top 30, that sort of thing) to the industry magazine, College Music Journal (CMJ). The virgin rack keeps the station playing the new stuff that promoters want to see in our charts. Virgins must be played as 3 per hour; if you have a two-hour show, you can't just lump all 6 required virgins together in one 20-minute block. Also, please don't play them all at the beginning of your show to "get them out of the way," or lump them all together during any part of your show. Spread them out.

Yes, your show has free form programming. No, that does not mean that you can skip out of your virgin requirements. Every genre is included in the virgins. If you can only find a couple CDs on the virgin rack then you probably just aren't trying.

We expect you to **branch out** and find new artists. If you consistently program the same show every time, you are doing a boring show. No one wants to hear a boring show. So don't play the same stuff every time. Go to Allmusic.com or epitonic.com and find similar artists to those you enjoy. EVOLVE, you puny mammal. The station has over 10,000 CDs, so there is no excuse for not expanding the variation in your playlist.

Using the Equipment

Some Terms:

Channel – A segment of the soundboard that controls the volume and output mode (route) of audio for specific devices. Most channels only have one unique device connected, but two channels utilize both inputs due to board limitations.

Fader – The fader is the knob on each channel that moves vertically. The fader controls the output level of the channel. The higher the fader, the louder the volume.

CUE – A channel mode that allows monitoring of the channel at a set level over the built-in speaker on the sound board, as well as through the headphones if desired. This is mainly used for cueing up a record on a turntable, and will not go out over the air.

Monitors – The speakers inside the studio used to listen (monitor) the sound being output by the board.

Headphones – The headphones may be used like the studio monitors to listen to either the PGM or the AUD output. The chief benefit of headphones being that they are the only way to listen to yourself talking into the Mics when Mic 1 is on, since the monitors will mute to prevent feedback. You should always wear headphones when talking so you don't accidentally talk too loud, which is really, really easy to do.

Using the Mics

1. Put the headphones on (many a poor mic level can be fixed by doing this) so you can hear yourself and get a check on the levels. This is an old recording/radio trick that magically will keep you talking at the right volume, but don't worry about that. It's also useful so you can know what channels have sound playing, the monitors will automatically turn off when a mic is on.
2. Turn the mic input on, with the level at 0, when you have the next song cued up.
3. Turn the level up and breathe in.
4. Talk directly into the mic, with the mic anywhere from an inch to 4 inches away. Watch your levels - you should reach, but not pass the red line on the level meters. Your goal is to sound about the same volume as your music.
5. When finished talking, fade down the mic, turn off the mic input, then
6. Start your next song.

Channel Control

Each channel is labeled to its respective input source. The each have an on/off switch and a fader, which are fairly self explanatory. Make sure to always have the channel faded down before switching the channel on or off. The on buttons should light up. Sometimes they don't. We're a student radio station. Crap breaks. Let the engineer know. Just to be sure though, always press the on button before you fade up.

Level Meters

STAY OUT OF THE RED, FOR THE LOVE OF GOD. The audio meter needle should reach the edge of the red on the audio meters (where it says 100 or 0), but not go over into the red. Actually, we generally can handle some spikes without issue due to our limiters, but since you want to be sure to sound spectacular on the radio, you want the needle on the meter to peak right at the edge of the red and not over so the sound is as pristine as possible. Don't worry about the jukebox hitting the red, we've got Billy taken care of, just put the slide fader on the off-air channel (the last input) to where the arrow is if you are the last show of the day or no DJ comes in after you.

Mixing Techniques

Any time you want to fade in or out to or from a source, be sure to make a smooth fade so the sound doesn't jump in loudly. When using a bed (an instrumental track used as a backdrop when talking), be sure the music is about 1/3 the volume of your voice. Beds will take some practice to get right, but when you are talking during breaks (or talk shows) they can add a professional touch to your show.

Policy Sheet

You signed a policy sheet during training; here it is again:

- I understand that I am responsible for everything broadcasted during my show.
- I understand that if I receive either three strikes, my show will be dropped.
- I understand that not paying dues by the date given at the first general meeting will result in my show being dropped.
- I understand that my amount of participation in official station events will affect my standing at the station.
- I understand that coming to the station under the influence of alcohol or controlled substances will result in being banned from the station.
- I understand that bringing alcohol or controlled substances into the station will result in being banned from the station.

Strikes may be given for:

- Not playing and logging three virgin tracks per hour (unless given specialty status by the programming director).
- Not playing and logging two PSAs or public relation readouts per hour.
- Not playing and logging one show promo per hour.
- Not playing and logging one station ID or sweeper per hour.
- Playing music from an album that includes a charting song on the Billboard Hot 100, Pop 100, or Mainstream Top 40 singles charts.
- Playing songs containing the words “shit, piss, fuck, cunt, cocksucker, motherfucker, tit” or any of their derivatives between 6:00 am – 10:00 pm.
- Saying the words “shit, piss, fuck, cunt, cocksucker, motherfucker, tit” or any of their derivatives at any time.
- Not arriving to a show on time.
- Missing a show without emailing the programming director at least 24 hours in advance with a reasonable excuse.

- Missing a general meeting without emailing the programming director at least 24 hours in advance with a reasonable excuse.
- Not reaching the minimum of five participation points per month

Additionally, I understand that the officer group may take action, up to and including show strikes (or, in extreme cases, banning from the station), under extraordinary conditions not covered by this policy sheet, according to their best judgment.

Participation Points

Each month, you need to get five participation points to stay in good standing with the station. You can get these participation points by:

- Writing an album review - 1pt (limit 3 reviews per month)
- Help organize the library - 1pt (per 30 minutes organizing)
- Writing an article for Frequency - 3pt
- Participating in flyer raid - 4pt (the number of people per flyer raid is limited)
- Conducting an on-air interview with a band - 4 pt
- Conducting a ticket giveaway - 2 pt
- Going to a KANM social - 1pt

Make sure to join the KANM Facebook group for updates on when things are occurring and also other station news. Also check your emails regularly and let us know if you aren't getting anything from us. Have a great semester!

KANM Student Radio

The College Station of College Station

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