

VOICE QUALITY

1. Turn the mike on before raising the volume. Lower the volume again before turning the mike off. This will prevent clicking noises on the air.
2. Find a volume level that is right for your particular voice. Experiment.
3. Find the best distance from your mouth to the mike. Too close, and we'll hear you popping your p's and b's. Too far, we won't hear you at all.
4. Go on the air every 2-3 songs, depending on what the songs dictate. That is, if you need a segue between Aerosmith and CSN&Y, go on the air regardless of how long its been. Listeners want to hear a live DJ, not something that sounds like their own mix tape.
5. DON'T BABBLE. Unless you're actually reading something--news, weather, sports, a PSA, etc.--you should be on for no more than 15-20 seconds. Exceptions are the intro and outro to your show.
6. Give a legal I.D. every fifteen minutes, starting with the top of the hour. This is an F.C.C. regulation. The only acceptable legal I.D.'s are:
 "WVBU-FM in Lewisburg"
 "WVBU-FM 90.5 in Lewisburg"
Besides, these are good for segues.
7. Avoid using "crutch" phrases like "um" or "ah" or "like," to name a few. This gets irritating to the listener and makes you sound like an oaf. It's a hard rule to follow until you get used to thinking on your feet on the air.
8. Ideas for things to say on the air:
 news, sports, weather, PSA's, caf menu, band trivia, etc.
9. Keep your segues clean and short. Segues can be any number of types from time-day-station to previous/coming song to your name-request number. Listen to professional stations and see how it is done. When in doubt, refer to rule number 5.
- 10 Just be yourself. If you are enthusiastic and have fun on the air playing the music you like, it will project through to your listeners.

CUEING

For albums and 45's, there are two types of cueing. The normal method is what is called "back-cueing." This can be used with either normal albums or live albums. "Slip-cueing," on the other hand, is used almost exclusively with live albums or with songs that don't begin cleanly.

Here's how to back-cue a song on a normal album:

1. Turn the volume on the channel all the way down until it clicks into the cue position.
2. Put the needle on the album in between songs, then spin the record back and forth by hand until you find the beginning of the song.
3. Stop the album right at the beginning of the song, then rotate the turntable backward $1/2$ of a turn. This $1/2$ turn gives the turntable time to come to full speed before the music starts. That way, no one will hear the song grind to a start.
4. Turn the volume up to normal
5. Hit the start button about two seconds before you actually want the music to start, because it takes that long for the turntable to get around to the start of the song.

To back-cue on a live album:

1. Follow steps 1 and 2 above. You should still find the beginning of the song--i.e., music--not the applause.
2. Rotate the album back $3/4$ -1 turn, then take the volume out of the cue position. *Keep the volume all the way down.*
3. Start the album about 2-3 seconds before you want the music to start, and push the volume up quickly and smoothly to normal. By the time the song starts, the volume should be up.

Now for slip-cueing:

1. Once again, find the very beginning of the song. This time, though, do not rotate the album back at all. Just keep the needle slightly before the first music.
2. Hold your finger against the edge of the album tightly enough to keep it from moving. Do not press your finger down on the album! Your finger should be on the side of the album.
3. Start the turntable. The table should spin under the album, but you should be holding the album still.
4. When you're ready for the music to start, release the album. It comes up to speed immediately, so don't let it start early like you did in back-cueing.

*****This technique is sort of difficult and not many people use it. I'd suggest a bit of practice before you try this on the air.



B. RECORDS

Always clean the records.

Follow the format for your show time and record all play info. in the station log.

File records in their proper place. **THIS IS VERY IMPORTANT.**
Do not leave them piled around the station.

Check the new album section often.

Do not play a song or an artist that was played the shift before.

Cue records using a 1/4 to 1/2 turn back. For quiet intros you may want to start the music several seconds at a low level and then bring the levels up to avoid "dead air".

C. CARTS

Review all carts in CUE before playing over the air. This will avoid unexpected "stops" by the cart. Trust me this will happen if you don't follow this policy!

After listening to a cart in CUE, remove and re-insert it. If this is not done the cart **WILL NOT PLAY**. Again, trust me.

The use of carts will help your show to sound more "professional".

Watch the levels! Carts are often recorded loud. You may want to play them at 7 or 8.

Always play the cart in its entirety.

Logs

There are four logs that you have to worry about when you are doing a show at WVBU. Yes, they are a bit of a hassle, but all they really amount to are reasons to do a few minutes worth of pen-pushing during your show. These four logs are the transmitter log, the EBS log, the program log, and the music log. I'll explain each of them in turn so that you'll know what to do with them when you get in the studio.

Transmitter Log-The transmitter log need only be filled out if you are the first person in the morning to have a show or the last person at night (unless, of course, a huge storm or other natural disaster knocks our power out and transmitter off). Whenever you have to turn the transmitter either on or off, you **MUST** record it in the transmitter log.

The transmitter log is sitting--you guessed it--on top of the transmitter controls in the studio. It is in a green vinyl-ish portfolio that says Transmitter Operation Log. Just open the portfolio, find the first blank space on the enclosed log sheets and fill in the information required. It's so easy that even I can do it.

EBS Log-This log needs to be filled out any time the Emergency Broadcast System tone is initiated, either by you for a test or by the National Weather Service, etc. The EBS log is normally sitting right beside or under the transmitter log, and it is in a red vinyl-ish portfolio. Just fill in the required info; for a test you initiate yourself,

fill in "self" under Initiated By. Otherwise, fill in WQKX if we get the tone from them. Got it?

Program Log-This log must be filled out every time you are on the air! When you come in to do your show, sign on the air by putting your signature and the time on the sheet. Then sign off when your show is finished. The program log is in a black portfolio in those cheesy little shelves to the left of the mixing board. Please don't forget to sign on and off; if you do, we'll have to hunt you down and force you to sign it.

Also, DO NOT sign both on and off when you first get here just to get it out of the way. Technically speaking, according to the FCC, if you have signed off, your show is done. Someone else must be there to DJ the next show. It's really quite simple.

Music Log-This log is the raggedy white book on the counter in front of the mixing board. All you have to do for this one is write in the artist/album/title for every song you play. I know it's tedious, but you have to do it. Don't get lazy and start skipping the album names, either; it only takes another five or ten seconds to write the album in after you already have the pen in your hand. And fill in those little boxes on the left-hand edge, too. (L for a request, C for a song played off of CD, P for a playlist songs, etc.)

And by the way, when your show starts, please sign your name across the first blank line before you start filling in your music. Put the day, date, and time of your show as well. Then just go ahead and get your show started.

Tips for a Good Show

1. Get here in plenty of time to prepare for your show. You should get here at least twenty minutes before your show starts so you can pull albums, check the AP newswire, sign on the program log, etc.
2. Rehearse what you're going to say before you actually go on the air with it. Otherwise, you may get tongue-tied and be at a loss for words.
3. Don't let your show get monotonous. Break up the music with a variety of things like carts, PSA's, sports, news, etc. Also, go on the air every few songs rather than, say every half-hour.
4. Invite only as many friends to the studio as you can handle. It's O.K. to have people sit in on your show, but not so many that you get crowded, hurried, and flustered.
5. Asking for requests is great, playing them is even better, but don't ask for them if you aren't prepared to be running back and forth between the FM studio and the record room. A lot of requests can get absolutely hectic.
6. Keep your levels consistent. It takes very little effort to just glance at the volume meters now and then (they *are* right in front of your face, after all) to see how your levels are.
7. Think about how professional DJ's sound and how you would like to sound on the air. You know what you like, and that's the way you should try to run your show.
8. Occasionally do a taped air-check of your show. This will help you to get an idea of exactly how you sound on the air and what you can do to improve your show.

EBS TEST PROCEDURES

PLEASE FOLLOW THESE INSTRUCTIONS WHEN PERFORMING AN EBS TEST.

1. WQKX in Selinsgrove will broadcast a test signal. You should hear this signal from the transmitter rack.
2. Turn off the WQKX transmitted signal using the red reset button on the EBS machine.
3. Place the EBS cart (EBS 9/30) into the cart machine. Play the first message by hitting start. (Note the EBS cart has an introduction message and a concluding message.)
4. When the message stops, turn the EBS channel level up to 12 (remember to have the green 'program' button on).
5. Hit red REM button on EBS channel. Tone will come over monitor as well as over the air.
6. When the tone is finished, play the EBS cart again. The second message will conclude the test.
7. Sign your name and the time and date of the test in the EBS log book located on top of the transmitter rack.

THE EBS TEST IS NOW COMPLETED.

DEMO TAPES :

1. Do an intro to your "show."
2. Include several music-music segues.
3. Do at least two talkover music segues, and one should include a legal I.D.
4. Include a reading of the news, weather, sports, upcoming event, or another announcement.
5. Play at least one cart during your tape (to prove you can work the cart machines).
6. The tape should include 10-15 songs in all with the middles cut out.
7. Do an outro--a sign-off--for your show.

OTHER SUGGESTIONS: Mix your music well, i.e., don't fade from Billy Joel to Metallica. Also, keep your levels constant, or at least as close as possible. Try not to make a mistake in cueing your records. Follow the voice quality guidelines on the sheet. Relax...you'll do fine.