**The WVBU Cheat Sheet**

**Basic Requirements:**

* Weekly Show
* Host at least one episode of “Bucknell Today!” (with co-DJ if applicable)
* Assist with remote broadcast or outside call
* Monthly staff meetings
* Record promos/liners

**Show Picks:**

* First staff meeting of semester
* Priority based on merit and seniority/DJ Seniority
* Also includes signups for weekend of BT!

**Forms in Personal Files:**

* DJ Contract (upon completion of training)
* Copies of all attempted written DJ tests
* Training log
* Missed Show Form- reset at semester
  + 24 hours before show for excused absence
  + 24 hours after for unexcused (failure to submit results in **suspension**)
  + Signed by replacement if applicable
* “Bucknell Today!” form- reset at semester
  + Due Wednesday before “BT!” air date
  + Lists subject, host, and guests
* Outside call forms- reset at semester
  + One per call
  + Participant’s signatures
  + Signed by Production Manager or Station Manager
* Any merit or disciplinary history

**The Four Logs:**

1. Transmitter Logs- before every show, reset at midnight
2. Music Logs- every song played
3. Guest Logs- anytime guests are in the station
4. EAS Logs- whenever EAS rings

**The Public File**

The Public Information File (PiF) is the orange binder located underneath the processing cabinet in the station. Know where this is at all times. It contains information about the radio station as required by the FCC.