

CHMR-FM PRACTICE GUIDE

Now it's time to practice with the equipment until you feel comfortable enough to do a live show on-air. The best way to do this is to pretend you are actually doing a live show. Our Production Room is a mirror image of our Master Control room, with all the same equipment. The only difference is that you are not actually on the air!

The purpose of this guide is to take you through the steps of preparing for and producing a one-hour long program both with regards to content and technical capabilities.

Step 1 – What is this show about? The answer to this question should influence what you say when you're talking as well as what music you play during the program. Can't fill an hour on one topic? Maybe you want to have multiple topics.

Step 2 – Pick out your music. Remember: for special interest music, **12%** of all selections must be Canadian. For all other types of music **35%** of all selections must be Canadian.

Step 3 – Figure out what you're going to say. Ask yourself if what you're going to say would interest you as a listener! Remember: **there needs to be a minimum of 9 minutes of talk during a one-hour long show.** You don't have to script your show, but you can if you wish.

Step 4 – Book the Production Room for practice. When you're ready to do your practice show, you should have the production room booked for an hour.

Step 5 – On the “On-Air” computer, have a look to see what time of day is currently playing in the log. Pretend that your show is starting in the next hour. (e.g. - if you notice the log is currently playing music for the 3-4 pm hour, pretend that your show runs from 4 pm to 5 pm).

Step 6 – Set up your PLAYLIST. Fill out all identifying fields at the top of the playlist.

Step 7 – With the exception of the “TOP OF THE HOUR” station ID (IDS 0000), remove the files that the computer has scheduled to play in the hour for your show if you don't show up.

Step 8 – Build your show in the log after the Top of the Hour station ID. When you're finished, it should look like this:

IDS 0000
TALK BREAK
PSA
IDS
TALK BREAK
PROMO
TALK BREAK
IDS
TALK BREAK

Step 9 – When you're ready to start your show, remove the files in the log that are scheduled to play before your show (with the exception of the one that's currently playing). If you're sure

you're ready to start, hit "FADE" on the file currently playing. It will fade out in 3 seconds, the Top of the Hour ID will play, and you'll be on your way!

DURING THE SHOW:

WATCH YOUR LEVELS. Regardless as to whether you're speaking, playing cd's, playing mp3's, playing files from the On-Air system, or playing audio from the Streaming Audio computer, WATCH YOUR LEVELS. If they're too high, turn them down. If they're too quiet, turn them up.

FILL OUT YOUR PLAYLIST: Every song that gets played must be recorded on the playlist, and in the order that they are played. Be sure to check off Canadian Content.

USE MICROPHONES PROPERLY: Keep your microphone about 3 inches away from your mouth and an inch above your mouth.

USE HEADPHONES PROPERLY: If you're talking, put them on. If you're not talking take them off.

Step 9 – Put the computer back into automation at the end of your show.

Step 10 – Put your materials and cd's away. Before you leave, make sure that you're leaving the room the way you found it.