



## 94.9 CHRW ON-AIR TRAINING OVERVIEW

### PLEASE READ THIS DOCUMENT CAREFULLY

It is recommended that you print this document off and to bring it to your training sessions so you as a new volunteer can make sure everything is checked off by senior host.

On-Air training should be done concurrently with the other departments. Music & Promotions, Production and Spoken Word Training. To be able to host a radio show you **MUST** complete all **On-Air Training Sessions** and all Session #1 training in every other department

All On-Air Training is to be completed individually

### ON- AIR TRAINING SESSIONS

#### SESSION 1 – POLICY & PROCEDURE'S 1 HOUR

Introduction – Small Group – with the Program Director

Discussion of CRTC and CHRW policies – See Online Policy & Procedure Manual at [www.chwradio.com](http://www.chwradio.com) for complete review of:

- Obscene language/Time of day
- Community standards
- Politics
- Religious remarks
- Soliciting money over airwaves
- Anti-government remarks
- Race and sexist remarks
- Defamation of character
- Medicines, drugs, and cures for diseases
- Abortion, venereal disease, birth control
- Digital logger purposes
- Canadian content – MAPL system – what we have to play
- Emergency procedures
- Program log – What they are / How to fill them out
- Play Sheets – What they are / How to fill them out
- Temporary ID card handed out and explained
- Corkboard training sign up sheets
- Take a tour of the station

You will receive a Temporary ID card in this session. **DO NOT LOSE YOUR TEMPORARY ID CARD!** If you lose your card you will have to start your training over again by attending this session.

The PD sends out mass emails from time to time regarding station events and changes. Make sure he/she **ALWAYS** has your current email address and phone number.

**AS YOU BEGIN YOU'RE TRAINING ALWAYS LET THE PERSON YOU ARE TRAINING WITH KNOW WHAT SESSION YOU ARE THERE FOR!**

**SESSION 2 – TEAM UP PROSPECTS WITH SENIOR VOLUNTEERS**

**1 HOUR**

94.9 CHRW Trainees to sign up for this session on corkboard

**Setting:** On-Air Booth      **Trainer:** Senior Volunteer      **Length:** One Hour

**CHECKLIST**

- \_\_\_\_\_ Overview of On-Air console
- \_\_\_\_\_ Choosing the correct channel and settings for each source
- \_\_\_\_\_ The importance of maintaining proper levels
- \_\_\_\_\_ The importance of proper microphone technique
- \_\_\_\_\_ Microphones - main, guest, news - how to bring them up on the board and adjust levels
- \_\_\_\_\_ CD players – inserting/removing CD's, how to cue a CD and adjust levels
- \_\_\_\_\_ Cassette Decks – playback and recording
- \_\_\_\_\_ The Cut button – What it does and the importance of the 6 second delay
- \_\_\_\_\_ Turntables – how to cue an album cut and adjust levels
- \_\_\_\_\_ Digicart - finding carts and stacking carts and adjust levels
- \_\_\_\_\_ How to fill out commercial logs correctly
- \_\_\_\_\_ How to fill out play sheets correctly and the importance of leaving all play sheets in the play sheet binder
- \_\_\_\_\_ Fault Reports - how to fill them out
- \_\_\_\_\_ Introduction to On-air Library maintenance – Find and file CD's using computer/filing system/specialized books/in-studio coding system

Once this training session and check list is completed the senior volunteer will sign their initials on your Temporary ID card for On-Air session 2

**SESSION 3 - TEAM UP PROSPECTS WITH SENIOR VOLUNTEERS**

**1 HOUR**

94.9 CHRW Trainees to sign up for this session on corkboard

**Setting:** On-Air Booth      **Trainer:** Senior Volunteer      **Length:** One Hour

In this session you will apply material learned in Session 2 under close watch of the senior volunteer. A confident trainee should be able to take over halfway through the session. The Senior Volunteer can sit at the guest mic. Trainees **SHOULD NOT** be asked to talk as they are doing **TRAINING**.

**CHECKLIST**

- \_\_\_\_\_ Overview of On-Air console
- \_\_\_\_\_ Proper microphone technique for proper levels
- \_\_\_\_\_ CD players - inserting/removing CD's, how to cue a CD
- \_\_\_\_\_ Cassette decks – playback and recording
- \_\_\_\_\_ Turntables - how to cue an album cut
- \_\_\_\_\_ Digicart – finding carts and stacking carts
- \_\_\_\_\_ While being trained during the last 30 min the trainee is to fill out logs and play sheets properly and to be double checked by senior volunteer
- \_\_\_\_\_ Contests and winner sheets
- \_\_\_\_\_ Find and file CD's using computer/filing system/specialized books/in-studio coding system

Once this training session and check list is completed the senior volunteer will sign their initials on your Temporary ID card for On-Air session 3

**SESSION 4 - TEAM UP PROSPECTS WITH SENIOR VOLUNTEERS**  
**1 HOUR**

94.9 CHRW Trainees to sign up for this session on corkboard

**Setting:** On-Air Booth      **Trainer:** Senior Volunteer      **Length:** One Hour

In this session you will apply material learned in sessions 2 & 3 with no involvement from senior volunteer - trainee should be doing everything, except talking, as they are doing **TRAINING**.

CHECKLIST

- \_\_\_\_\_ Review of On-Air Console
- \_\_\_\_\_ Proper microphone technique
- \_\_\_\_\_ CD players - inserting/ cueing / removing CDs
- \_\_\_\_\_ Cassette decks– playback and recording
- \_\_\_\_\_ Turntables - how to cue an album cut
- \_\_\_\_\_ Phone training, taking & airing calls
- \_\_\_\_\_ Digicart – finding carts, cart stacking and playing commercial sets
- \_\_\_\_\_ Fill out all logs and play sheets for the hour properly (double checked by senior volunteer)
- \_\_\_\_\_ Find and file CDs using computer / filing system / specialized books / in-studio coding system

Once this training session and check list is completed the senior volunteer will sign their initials on your Temporary ID card for On-Air session 4

**STOP!**

If you haven't already you need to complete the Production Session #1 & Music / Promotions #1 before moving onto Session # 5. You need familiarize yourself with the production studio and the music/promotions department. Both are integral parts if you want to host a great show.

**SESSION 5 - MOCK SHOW IN PRODUCTION STUDIO (SOLO)**  
**TBD \*\* The time for this session varies from volunteer to volunteer**

Here is **YOUR** Checklist

- \_\_\_\_\_ How to reserve the Production Studio
- \_\_\_\_\_ Record mock show as per instructions in Production Session #1
- \_\_\_\_\_ Once you are completed please return studio in the state you found it
- \_\_\_\_\_ Before handing mock show to Program Director make sure all your paper work is completed. Put your contact information on your tape
- \_\_\_\_\_ Hand mock show and all paper work to Program Director. If it is after hours then place your package in the mailbox on his/her door.

**SESSION 6 – MOCK SHOW REVIEW WITH PROGRAM DIRECTOR**  
**1 HOUR**

Once you hand in your package to the Program Director, he/she will review the show and then set up a meeting with the volunteer. Here it will be determined whether the volunteer is ready to move forward in his/her training or may need to go back for refresher sessions.

If the volunteer is given the green light then the Program Director will go over basic show preparation and interviewing skills (live interviews are often scheduled during CHRW shows).

Will discuss the 'One Thought Rule'

**SESSION 7 – SOLO OVERNIGHT SHOW**  
**4 HOURS**

If the volunteer has been cleared to move on in his/her training then the volunteer is asked to host 2A-6A overnight show as a fill in.

**OVER NIGHT SHOW TRANSITION:**

**Monday – Sunday** overnight shows start at 2AM and ends at 6AM. Please arrive at the radio station no later than 15 minutes before your show begins. At the end of your show please make sure not only to stack up the commercial set at the end of the 5AM hour but please make sure to stack all elements up in the 6AM hour (commercials and spoken word programming) and initial the 6AM page on the log. You are required to stay until the next show host arrives at 6:30AM so the station isn't left unmanned

**SESSION 8 – REVIEW SHOW & PAPERWORK WITH PROGRAM DIRECTOR & POLICY & PROCEDURE QUIZ**  
**1 HOUR**

Volunteer and the Program Director meet and go over the over night fill in and discuss any improvements and / or challenges with solutions either party may have.  
Discuss future fill in or permanent show slot availabilities

**SESSION 9 – HAVE YOU FINISHED THE #1's IN OTHER DEPARTMENTS?**  
**4 HOURS**

4 hours of station work – NOT INCLUDING OTHER TRAINING SESSIONS

Examples:

Music & Promotions Department – Alicks Girowski [chrwmp@uwo.ca](mailto:chrwmp@uwo.ca)  
- processing new music, music library maintenance  
- writing promos, concert calendars

Production Department – Ira Timothy [iractimothy@yahoo.com](mailto:iractimothy@yahoo.com)  
- voicing promos & commercials  
- basic production

Spoken Word Department – Jessica Burgess [chrwnd@uwo.ca](mailto:chrwnd@uwo.ca)  
- writing and producing PSA's  
- basic production

Programming Department – Zoltan Haraszthy [chrwpd@uwo.ca](mailto:chrwpd@uwo.ca)  
- Cancon calculations

**CONGRATULATIONS – YOU'RE NOW A VOLUNTEER IN GOOD STANDING AT CHRW!**