



94.9 CHRW MUSIC/PROMOTIONS TRAINING

OVERVIEW

PLEASE READ THIS DOCUMENT CAREFULLY

SESSION 1 – MUSIC/PROMOTIONS PROCEDURES

1 HOUR

Purpose: Introduction

Setting: Small Group

Trainer: Music/Promotions Director

How do CDs come in to CHRW:

- 1) Artists themselves will send them in
- 2) Label: they sign a couple of artists to the label
- 3) Promoters: they track for a few labels therefore MANY Artists

What happens with albums once they come in to CHRW?

-Albums Receiving Database Entry

-Music Department Screening process (Listening sessions take place frequently and all Volunteers can come in to review CDs)

-How to label a CD and what each label means

-CD library database entry

-CD library rotation (What is considered new?)

- Show and Tell: On-air Library Maintenance – Searching and filing CDs using Computer/Filing System/Specialized Books/In-Studio coding system

Playsheets and Charting

-Discussion of how to fill in a playsheet correctly, what each column means, and distribution of correct playsheets

-A brief discussion of the charting databases CHRW subscribes to and how charts are compiled.

-Artist Interview request and giveaway procedures

The MD also 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.

Once this training session is completed the Music/Promotions Director will sign your training card for Session 1.

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

SESSION 2 – ROCK n ROLL HIGH SCHOOL
1 HOUR

Purpose: Selecting great music for 94.9 CHRW
Setting: one-on-one or small group
Trainer: Music/Promotions Director

94.9 CHRW Trainees email Music/Promotions Director (chrwmp@uwo.ca) their Top 10 bands, or 10 bands that will reflect some of the content on their show.

Individual one hour in-station training with Music Director

- An overview of the trainees Top 10 and discussion on how they find new music
- A more detailed look at the charting websites CHRW subscribes to
- Discussion of what websites may be of interest to research new bands and find new music
- Highlighting bands in the on-air studio (NEW MUSIC) that the trainee might find interesting

Once this training session and the checklist are completed the Music/Promotions Director will sign your training card for Session 2.

SESSION 3 – HANDS-ON WITH THE MUSIC DEPARTMENT
1 HOUR

Purpose: various tasks in the Music/Promotions Department
Setting: one-on-one or small group
Trainer: Music/Promotions Director and/or Senior Volunteer

Volunteers will discuss with the Music/Promotions Director the best time to come in.

-Participating in everyday maintenance of the Music Department and performing tasks learned in Session 1 under the close watch of music department volunteers. (ie. CD labeling, compiling charts, updating concert calendar, writing scripts, etc.)

Once this training session and the checklist are completed the Music/Promotions Director or Senior Volunteer will sign your training card for Session 3.