



94.9 CHRW NEWS, SPORTS AND SPOKEN WORD TRAINING OVERVIEW

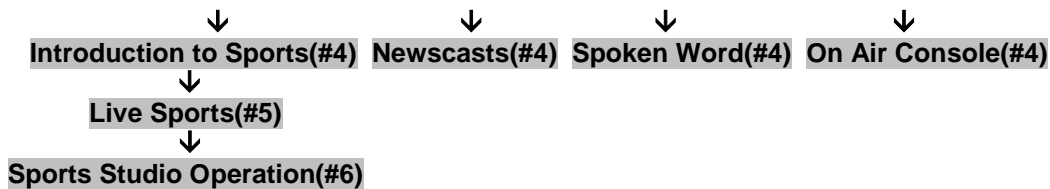
PLEASE READ THIS DOCUMENT CAREFULLY

This guide outlines the sequence of training sessions you must complete as a volunteer in the News, Sports and Spoken Word Department at CHRW.

ON-AIR Training Session #1 must be completed by all CHRW Volunteers. Please do this before attending Introduction to News, Sports and Spoken Word. After each of the News, Sports and Spoken Word training sessions you will be asked to complete an exercise based on what was covered in the session. Please allow time to complete these tasks before signing up for the next session.



After completing these four sessions you can choose the area you would like to specialise in – sports, newscasts, spoken word presenting or spoken word production. You're more than welcome to complete all sessions and volunteer in different areas.



Notes:

- Please bring your Temporary ID card to all sessions
- Bring a pen, note paper and a USB drive if you have one
- The Spoken Word Director sends out mass emails from time to time regarding station events, interview opportunities, and changes. Make sure they ALWAYS have your current email address and phone number.

INTRODUCTION TO NEWS, SPORTS AND SPOKEN WORD AT CHRW (#1)

30 MINUTES

Purpose: Introduction, review of policies, what makes a good talk show

Setting: Newsroom, Small Group

Trainer: Spoken Word Director

- Introduction and brief discussion of participants' news, sports and spoken word radio interests
 - What makes great talk radio?
 - 94.9 CHRW's audience
 - What is currently on air?

- The benefits of being a Spoken Word Volunteer at CHRW
 - Outline of the different Volunteer opportunities available in the News, Sports and Spoken Word Department

- Review of CRTC and CHRW policies pertaining to talk radio.
 - Overview of relevant organisations eg CRTC, NCRA etc
 - CTRC definition of Spoken Word Programming
 - 25% Spoken Word quota for Campus and Community Stations
 - Obscene language/time of day
 - Libel, slander and defamation

- How to structure a spoken word show
 - Use of other audio elements
 - Presentation and structure

After this session:

You will be asked to complete a review of one of CHRW's spoken word programs. The News, Sports and Spoken Word Director will provide you with the review template and audio file at this session.

INTERVIEWING AND EQUIPMENT (#2)

1 HOUR

Purpose: Training in interviewing and using recording equipment

Setting: Newsroom Editing Suite / Spoken Word Director's Office

Trainer: Spoken Word Director or Senior Volunteer

- Interviewing skills
 - Research and questions
 - The importance of maintaining proper levels
 - The importance of proper microphone technique

- Using a digital recorder
 - Recording interviews
 - Transferring files
 - Recording from a mixing desk

- Overview of newsroom console
 - How to bring up the mics and adjust levels
 - Recording a phone interview
 - Writing and recording a PSA or promo

- Doing interviews
 - How to find and contact interviewees
 - Process for booking equipment

After this session:

You will be asked to complete an interview before attending the next session. The News, Sports and Spoken Word Director can assist you with finding interviewees and borrowing equipment.

EDITING (#3)

45 MINS

Purpose: Training in using Adobe Audition to edit audio

Setting: Newsroom Editing Suite / Spoken Word Director's Office

Trainer: Spoken Word Director or Senior Volunteer

You must bring your completed interview along to this session to edit

- Opening Adobe Audition and basic editing
 - Bit and sample rate settings
 - Zoom in/out
 - Shortcuts

- Effects
 - Reverb, restoration
 - Amplitude and compression
 - Recording from a mixing desk

- Multi-tracking
 - Inserting tracks into a multi-track session
 - Moving tracks and fading
 - Creating a mixdown

- Using the Wavecart
 - Where to save your files
 - Compressing audio for web use

- Introduction to Audacity – an open source program you can download for free

After this session:

Spoken Word shows – The next step now is creating a mock show

Newscasts – Schedule a time to take part in a CHRW newscast

Sports – Introduction to Sports and take part in a Live Sports Broadcast

NEWSCASTS (#4)

Setting: Newsroom Editing Suite / Spoken Word Director's Office

Trainer: Spoken Word Director or Senior Volunteer

Purpose: Learn to write and present CHRW newscasts

- Writing for radio
 - Present tense
 - Inverted pyramid and 5Ws

- Re-cap of using recording equipment
 - Digital recorders
 - Phone interviews
 - Studio interviews

- On-air presentation
 - Vocal warm ups

- Re-cap of using the Wavecart

After this session:

Sign up for a regular spot as a CHRW Newscaster

SPOKEN WORD (#4)

Setting: Newsroom Editing Suite / Spoken Word Director's Office

Trainer: Spoken Word Director or Senior Volunteer

Purpose: Learn to present your own spoken word show

This session is a review of your Spoken Word Mock Show with the News, Sports and Spoken Word Coordinator. One you have recorded a mock show email it to the news, Sports and Spoken Word Director for review and to set up a consultation time. They will discuss the show's strength and weaknesses with you and make suggestions for improvement.

- Writing for radio
 - Present tense
 - Inverted pyramid and 5Ws
- Re-cap of editing and equipment
 - Recording interviews
 - Archiving
 - Wavecart
- On-air presentation
 - Vocal warm ups

After this session:

Begin your Spoken Word show

ON-AIR CONSOLE (#4)

Setting: On-Air studio

Trainer: Spoken Word Director or Senior Volunteer

Purpose: Learn to operate studio console and produce spoken word shows

For this session you will sit in with the News, Sports and Spoken Word Director or a Senior Volunteer and learn to use the On-Air console.

- Overview of studio floor
 - Plugging in mics and headphones
 - Sound check and adjusting levels
 - Communicating with studio floor
- Overview of On-Air console
 - Choosing the correct channel and settings for each source (mics, CDs, Wavecart etc)
 - Adjusting levels and mic technique
 - CD players – inserting/removing CD's, how to cue a CD and adjust levels
 - How to fill out commercial logs correctly
 - Putting callers to air
 - 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
- Producing a Spoken Word Program
 - Re-cap of editing
 - Structure
 - Re-cap of Wavecart and archiving

After this session:

Begin producing live or pre-recorded shows.

INTRODUCTION TO SPORTS (#4)

Setting: Newsroom

Trainer: Spoken Word Director or Senior Volunteer

Purpose: Overview of opportunities in sports broadcasting

This session is an overview of the different roles in CHRW's Sports Department

- Live Sports
 - Play-by-play
 - Colour
 - Statistics
 - Sideline reporting

- Overview of Live Sports broadcast equipment
 - Live Sports mixer
 - Radio mics
 - Cell phone broadcast

- Preparation
 - Where to find information, amount of preparation needed for a game
 - Getting interview to on the sports talk shows or halftime show

After this session:

Sign up for a Live Sports Broadcast to attend.

LIVE SPORTS (#5)

2-3 HOURS (length of sports game)

Setting: On location at a Mustangs Game

Trainer: Senior Sports Volunteer

Purpose: Learn to use the remote broadcast equipment and take part in the broadcast

For this session you will attend a Live Sports broadcast and assist the broadcast team with sideline reporting or stats.

- Media registration

- Review of equipment set up

- How to put the game to air

- Calling sports live – play-by-play, colour, sideline reports and stats

After this session:

Do a mock play-by-play or colour commentary for a taped sports game.

SPORTS STUDIO OPERATION (#6)

2-3 HOURS (length of sports game)

Setting: On-Air Studio / Newsroom Editing Suite

Trainer: Live Sports Studio Coordinator or News, Sports and Spoken Word Director

Purpose: Learn operate the broadcast studio during live sports

For this session you will sit in with the Live Sports Studio Coordinator for a Live Sports broadcast. Please complete your mock play-by-play or colour commentary before this session.

- Introducing the game and putting it to air
- Half-time entertainment
- Review of your mock play-by-play / colour commentary
- Creating a promo for the next game

After this session:

Assist the Sports Studio Coordinator with studio operation during Live Sports broadcasts and begin live commentary of Mustangs games.

CONGRATULATIONS – YOU’RE NOW A NEWS, SPORTS AND SPOKEN WORD VOLUNTEER IN GOOD STANDING AT CHRW!