



94.9 CHRW PRODUCTION TRAINING OVERVIEW

PLEASE READ THIS DOCUMENT CAREFULLY

This guide outlines the training sessions needed to work in CHRW production department. Don't forget to bring your temporary ID card to each session and make sure the Production Director or Senior Volunteer initials the appropriate square.

These sessions will help you to know how the production studio works and will prepare you for creating a mock show – which is necessary for all on-air DJs. Please keep in mind everything you have learned in the on-air training sessions and apply this training in creating your mock show. Treat the mock show as if you were actually on-air and book practice times as often as possible. Further sessions in Production will train you in advanced production techniques, including airing promos and advanced editing.

SESSION 1 – PRODUCTION TRAINING: THE BASICS

1 HOUR : 94.9 CHRW Trainees to sign up for this session on corkboard

Purpose: Introduction

Setting: Production room, one-on-one

Trainer: Production Director

This session will teach you how to use the console board in the production studio as well as the four main elements of production, which will be used to create your mock show. You will record your mock show on a cassette tape that you will then give to the Programming Director to review. This session will also familiarize you with the rules of using the production studio.

CHECKLIST

- _____ The Dos and Don'ts of the production room:
 - Do not leave CDs lying around or in CD players
 - Do not tamper with the computer
 - Do not touch the wiring if something goes wrong
 - No food or drink inside the Production studio
 - No downloading from the internet on the Production room computer
 - If something is not working properly, notify a CHRW staff member

- _____ How to bring up the four main elements of Production on the console: Mic, Tape, Digicart, and CD players.
- _____ How to read levels on the production console, digicart and tape player.
- _____ Main microphone: how to bring it up on the board, adjusting the levels, the dangers of Mic feedback.
- _____ Microphone techniques:

- breathing exercises
- script tips
- pointers on music selection and how to talk on them.

_____ The differences between the Production room CD players and the on-air CD players. How to use the Production room CD player and read the lighted meters.

_____ Cassette Decks:

- playback
- recording
- adjusting levels

_____ Digicart:

- locating a promo
- stacking
- adjusting levels

_____ How to create a mock show; obtaining a script, tape, and playlist sheet.

_____ Dry run of the mock show.

_____ How to sign up for time to practice or record mock show.

Once this training session and the checklist are completed the Production Director will sign your training card for Session 1.

SESSION 2 – ADVANCED PRODUCTION TRAINING

1 HOUR: 94.9 CHRW Trainees to sign up for this session on corkboard

Purpose: Learning to write and produce a script

Setting: Production room, one-on-one or group

Trainer: Production Director or Senior Volunteer

This step is optional but is required **IF** the volunteer wishes to do further work in production, including putting together promos, advertisements, station imaging or a Station ID. The session will have the trainee apply the steps learned in Session 1 and also learn the steps of writing a script, recording, and transferring it to the on-air studio.

CHECKLIST

_____ Obtaining a CHRW script and filling out a CHRW script report

_____ Carefully review the steps provided on how to get your script to air

1. Write the script on a script template page

2. Email script to the Production Director for approval at chrwpd@uwo.ca

3. The Production Director will respond with corrections (if applicable)

4. Produce approved script

5. Fill out all information on the template

6. Email finished script to Production Director (chrwpd@uwo.ca) and the Station Manager (chrwgm@uwo.ca) with the subject line the email 'script – [insert ad name]'

7. Fill out production log binder in full

8. Transfer from Production studio to on-air digicart

- _____ How to read the digicart excel chart on the production computer and using it.
- _____ Write a mock promo on a CHRW script provided by the Production Director.
- _____ How to bring up additional Production mics if it needed for voicing.
- _____ Bringing up Adobe Audition on the console and recording with it.
- _____ Recording from the computer to the digicart then transferring to on-air digicart
- _____ Filling out the log binder
- _____ How to direct when others are voicing.
- _____ Producing a mock promo.

Once this training session and the checklist are completed the Production Director or Senior Volunteer will sign your training card for Session 2.

SESSION 3 – ADVANCED PRODUCTION TRAINING: COMPUTER EDITING

2 HOUR: 94.9 CHRW Trainees to sign up for this session on corkboard

Purpose: Learning Advanced editing with Adobe Audition.

Setting: Production Studio, one-on-one or group.

Trainer: Production Director or Senior Volunteer

Applying material learned in sessions 1 & 2, you will learn more advanced techniques for the computer software on the Production computer. With knowledge of Adobe Audition, the trainee will be able to manipulate voices, sound effects, music beds, and mix everything together, as well as know how to edit existing material ie. Interviews.

CHECKLIST

- _____ Review of Production console
- _____ Review of recording procedures
- _____ Review of script process
- _____ How to read the levels on Adobe Audition and manipulate them.
- _____ Using the Multi-track feature
- _____ Manipulating voices and effects
- _____ Inserting files from an outside source
- _____ Using the Dynamic processing feature
- _____ Mixing files together.

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