

StudioA Programmer Resource Guide



**Trent Radio
CFFF**

**92.7 FM in Peterborough, ON
www.trentradio.ca/stream.htm**

Office Phone: 705 741 4011

On-Air Phone: 705 748 4761

Remember - Trent Radio isn't making radio - YOU ARE! When you are announcing your show on-air, be sure to say:

You are listening to "my show" broadcast through the facilities of Trent Radio. on 92.7 CFFF FM in Peterborough, Canada

Programming Check List:

1. Arrive on time. You should be here 15 minutes before your show.

2. Bring headphones, notes/script, music, etc. with you

3. Check in with your Operator (the person in charge who will usually be sitting in the kitchen drinking coffee and listening to your show to make sure you are meeting CRTC and Industry regulations. They are here to help you, so ask them first if you have any questions).

4. Leave your food & beverages outside of StudioA.

5. Be ready to enter StudioA about 1 minute before your show, and plan your show to start about 1 or 2 minutes into your time slot.

6. Check to make sure that the LOGGER is working. (rack in SE corner of StudioA). If it is NOT working, you cannot legally broadcast your programme (or any content) until this is fixed. There is a back-up logger - Ask your Operator for help.

7. Check the PROGRAMME LOG to see what needs to be played (sponsorship/station id etc). Sign your initials, and include any changes to content or timing, for your time slot and responsibilities.

8. Sit down and get your show materials ready. Usually the programmer before you will have lined up some Station IDs or music in WINAMP so that the transition between shows is smooth. If there is dead air, find something to play (CD, .mp3 files from the Smooth Op folder) while you get settled. This transition is tricky at first, but you will get the hang of it.

9. Open up a new Music Sheet Log (mshts) on the computer. Make sure this is filled in correctly for each show (good idea to fill it out as the show goes along – you can't stay in studioA after your show is done). This is required by the CRTC. If we do not have music logs, we can get in trouble. *** (MAPL stands for: Music / Artist / Production / Lyrics, and relates to Canadian Content.)

10. Programme Promos, Station IDs, Sponsorships (etc) can be found in ZZZSmoothOp on the Psrv.

11. CONTENT REQUIREMENTS:

35% of all Category 2 music and 10% of all Category 3 music played must be CanCon.

15% of all programming must be FOREGROUND CONTENT – contextualization of songs/music/theme of your programme with a duration of at least 15 minutes.

NO HITS! A hit is defined as any musical selection that, at any time, has reached one of the Top 40 positions in the charts used by the Commission to determine hits.

12. HEADPHONES!!! You must wear headphones at while you are producing your show in StudioA. This is an Industry Canada Requirement. When you wear your headphones, you are listening to and monitoring the signal being broadcast from our antennae on Signal Hill. If you are not wearing headphones, you are not monitoring the "Off Air" monitor.

13. End of Your Show: Be sure to finish up a bit before your end time, and put on a song or similar and pack your stuff up, and get out so the next person can get in. Make sure to include any musical selections on your Music Sheet before you submit it.

CAN I USE THE ON-AIR PHONE?

If you feel you are comfortable with all the equipment in the studio and you are comfortable with your programme and you feel that the on-air phone would be an asset to your programme, talk to your Operator/ EP and Programme Coordination Staff to get permission. Keep in mind that our on-air telephone system is not currently reliable, and that you should never rely on phone-ins for the content of your show.

ANSWERING the ON-AIR Phone at Trent Radio

~ LINE 2: Studio (705) 748 4761

There are 3 elements to consider when using the ON AIR PHONE at Trent Radio.

1. CONSENT & LIABILITY FOR CONTENT:

You **MUST** have the consent of the person you are putting on the radio. You can gain consent by asking for permission prior to putting the caller on-air OR by answering the call live by saying – Hello, you are being broadcast live on Trent Radio (or similar).

You CANNOT broadcast a person without their consent. It is against the law.

As the Producer of your show, you are ultimately liable for the content shared by your guests – both in person, and by phone. Make sure that you choose your guests carefully, and that you inform them of the expectations, rules & regulations.

If you accept random call-ins, you are encouraged to screen the calls first to determine whether or not a caller is reliable.

2. TECHNICAL OPERATIONS:

Answer the phone on air:

-Make sure the call is on line 2.

-Press the little red button in the top left-hand corner of the soundboard.

-Move up the Phone fader (farthest left) just as you would your microphone.

-Talk.

-When you're done, move the fader down and remember to press the little red button again, otherwise it will stay engaged and no one else can call in.

And here's how it gets only slightly more complicated by answering it first:

-Make sure the call is on line 2.

-Answer the phone - physically pick up the receiver, talk. This could be happening from another room, even.

-When ready, put the telephone on Hold with the rectangular orange button on the phone. Do whatever you have to do with them on hold.

-THEN press the little red button to patch it through to the soundboard.

-Move up the Phone fader - and probably your microphone, also.

-HANG UP THE TELEPHONE. Press release - the little square red button - on the telephone set itself. ***

-Talk.

-Move fader down and press the little red button again.

***But why? You ask. That seems scary! Well, the short answer is because if you don't, the line will think it's in two places and you'll have a 'beep, beep' of being on hold riding otop of you trying to talk to someone on the air.

In summation - the only extra thing you need to do to talk to someone before hand is remember to put them on hold, then remember to hang up the phone once the console is engaged with the phone line. Other than that, it's the very same.

3. SCHEDULE

The on-air phone line is the same one used for pre-produced phone interviews in StudioB. While live/on-air content generally takes precedence, if you have a phone interview scheduled, take a minute to write the time/date in the StudioB booking book – so we don't have a conflict of usage.

Production Requirements

Programme Promos: each Programme is required to create a promo spot for their show. Something between 30-90seconds long – telling listeners the name of the show, who the hosts are, what it is about – and when they can hear it on Trent Radio. It can be as simple or as creative as you/they want – but it will be your job to help them record this in StudioB. We will leave StudioB open for the first 2 weeks of programming, and each Programmer has been asked to bring a plan for a quick recording before or after their show. These must be complete by the end of week 2.

Back Up Shows: Each Programme is required to provide Trent Radio with a Back Up show. For lots of reasons – this is always a difficult task. We have made the process easier by getting Trent Radio staff/volunteers to download logger files from the first week of Programming to be saved as an emergency back up. It will be your job to download your Programmer's files from the logger, and edit them for future airplay. This involves removing any sponsorships, clipping & merging files where appropriate, adding a suitable Trent Radio ID & intro/outro for backup shows.

Back Up shows are saved with the following naming system:

01_Mon_1700_NameofTheShow_ProgrammersFirstInitialLastName_28min15sec_ [and then]

Either

lgYYYYMMDD – indicating that it was pulled from the logger (lg) and the date of the original broadcast (so we can reference the original music sheet)

OR

tbbYYYYMMDD – indicating that it is a pre-recorded show, intended for airplay on a certain date tbb – to be broadcast. Make sure that the Programmer includes the playlist information in the meta data of the mp3 file.

Exemplar Programme: Each programme is expected to provide Trent Radio with an exemplar Programme – a typical example of their show – for inclusion in our LCMP archive. Explain this to your

MUSIC SHEETS:

Programmers are required to fill out a music sheet for each individual programme, regardless of music selections.

All songs played (live performances, home recordings, background music, and even the one you click on at the end of your show to facilitate the transition between programmers in StudioA) must be accounted for on a music sheet.

The Music Sheets are accessible on the StudioA Computer desktop, and must be submitted for each broadcast.

Include the Performer Name, Song Title, and indicate if any of the following apply:

M - The Music is composed by a Canadian

A - The performing Artist is Canadian

P - The selection was Produced/recorded in Canada

L - The Lyrics are written by a Canadian

In order for a song selection to be considered Canadian, 2 of these categories must be considered Canadian.

And remember, 35% of all Category 2 music and 10% of all Category 3 music played must be CanCon.

PROGRAMMER PLEDGE

When you submitted a Programme Proposal, you signed an agreement with Trent Radio. This is what you agreed to:

1. I shall “show up”, and fulfill all pledges made in my Programme Proposal and make my best efforts to produce exceptional programming and radio of the highest standard I can.
2. I will be accountable for my conduct and radio programming and hold Trent Radio safe from any liability resulting from same, and I shall keep my contact information accurate & up-to-date, such that I can respond to Trent Radio within twenty-four hours, and will provide a local non-long distance phone number. I will also provide an email address where I maybe quickly (within 24hrs) reached.
3. I must provide an exemplar programme within three weeks of being commissioned to be put up as a podcast and in case I cannot attend at my scheduled time. I shall give reasonable notice to the Programme Director if I should not be able to attend at my scheduled time. I shall not delegate my programme to another without the express permission of the Programme Director.
the tricky part:
4. I shall abide by Trent Radio policies, guidelines and direction of staff. Staff generally includes the Programme Director, Production Mgr, GM, and Operators.
5. My programme may be subject to periodic review for the purpose of evaluation and feedback.
6. Trent Radio may pre-empt my programme two minutes before and after its scheduled time for traffic and continuity, or entirely for special events and programmes.
7. I may be reasonably called upon to help, participate or assist in any of Trent Radio’s operations.
8. I will arrive 20 minutes prior to my programme air time.
9. I shall be cognisant of the security of all who use the building and it’s contents, and I shall work and act to minimise risk.

10. I shall report all “guests” (including full names and telephones numbers) in the Operators’ Book
11. I understand that Trent Radio may use my/our real name(s) and personal information contained herein and elsewhere for contact purposes, in the course of its operations such as its public web pages, and to ensure my accountability in any way it deems fit.
12. I understand that anyone removing equipment or music without authorisation will be considered a thief, and dealt with accordingly.
13. When identifying my show I shall not say “You are listening to Trent Radio”, while I may say “Your are listening to [my show] broadcasting through the facilities of Trent Radio”.
14. I shall not bring any food our drink into the studios.
15. I shall report any loss or damage immediately and shall co-operate in any investigation following the occurrence of theft or damage.
16. I understand that no alcohol or illicit drugs are to be used anywhere on the premises.
17. I shall treat the equipment, music and the entire facility with due care. I shall clean up any mess in the studios, archives or kitchen.
18. I shall fully and neatly complete all admin documents, not limited to but including programme logs, sponsorship logs, music sheets, operator’s logs and phone messages
19. I shall not use my position for the purpose of direct personal gain, except with the express permission of the General Manager.
20. I understand that if the logger is not working that I shall sign-off and alert others to the problem immediately.
21. I shall bring my own working headphones & use them when programming.

Failure to comply with these requirements may result in the termination of your programme.

CHECK THE LOGGER BEFORE YOUR GO ON-AIR

Walk to the rack in the back of the room, and turn up the black knob labeled "Monitor Level".

If you do not hear anything, wait for a few seconds to make sure it isn't just the transition between songs (the monitor plays back the at a short delay).

If you don't hear anything, ask your Op/EP for help.

TROUBLE SHOOTING:

Is there anything playing on the radio?

Is the correct INPUT selected (YELLOW)?

Are the LEVEL knobs turned up?

STILL NOTHING?

Don't panic if you find that the logger is not recording - but please, do **not go on air**. We are required by law to keep an audio recording of all broadcast content for 31 days from the broadcast date.

If your Operator/EP is not available, or you are on self-support, Call/Text the tech/emergency contact in the Operator's Book for assistance and advice.

SAVING YOUR LOGGER FILES:

As a programmer, you are encouraged to save your own logger files for future broadcast or for your own purposes. You are not permitted to publicly link to our logger webpage - but you can access it as a programmer for programming and production purposes at: www.trentradio.ca/logger

Trent Radio cannot guarantee access to the logger files - so, if you are relying on a recorded version of your broadcast, you should make alternative arrangements.

As a broadcast licence holder, Trent Radio is bound by the laws and guidelines of the CRTC (Canadian Radio-Television and Telecommunications Commission).

Trent Radio is obliged to maintain a full record of its programming activities by keeping logger tapes and music sheets for one month and programme logs for one year.

The Promise of Performance governs each station's programming expectations and content.

A copy of Trent Radio's Promise of Performance is available for viewing at Trent Radio House and at the CRTC in Hull, Quebec.

CRTC regulations state that a licensee shall not broadcast:

- Anything in contravention of the law.
- Any abusive comment that, when taken in context, tends or is likely to expose an individual or group or class to hatred or contempt on the basis of race, national or ethnic origin, colour, religion, sex, or mental or physical disability.
- Any telephone interview or conversation or any part thereof with any person unless the person's oral or written consent to the interview or conversation being broadcast was obtained prior to the broadcast; or the person telephoned the station for the purpose of participating in the broadcast.

Your Programme may be discontinued, and you may be asked to leave Trent Radio under the following circumstances:

Programming does not fulfil the programme proposal, which is a promise of performance. We are not especially concerned about programmers whose promised foreground content degenerates into mindless disc spinning.

The programmer does not show up for his/her programme and does not give notice. Chronic lateness is equally unacceptable.

The programmer refuses to take responsibility for his/ her on-air comments. Intent makes a big difference in content. A programmer may on occasion be accused of something which he/she did not intend.

The host of the programme changes without notice. Clear all changes with the Programme Director first.

Alcohol or drugs are being used on the premises by a programmer. Trent Radio does not condemn drug use per se, but not here please. Also, broadcasting while intoxicated produces programming that is usually, though not always, boring.

It has become apparent that the programmer is stealing from Trent Radio. Theft of equipment and materials jeopardises programmers' ability to produce great radio. Trent Radio will unhappily prosecute.

Finding Music in Trent Radio's Archives

LOCAL & TOURING BANDS

Trent Radio prioritises Local Content (music made here, and bands touring through town). In order to help promote these artists, we created a rotating archive accessible in StudioA from the PSRV.

In ZZZSmoothOp in the PSRV (Tree on StudioA Desktop), you will find two folders:

Local Music: includes Local recordings released within the last 12 months. (Folder name includes Band Name - Album Title - Release Date)

Touring Bands: includes albums from bands who have contacted Trent Radio to promote their shows, and have played locally within the past 12 months. (Folder name includes Band Name - Venue of Show - Date of Performance)

Touring Band albums are also available in hard copy (when applicable) in the CD shelving in StudioA. Each are marked with the same information as the Touring Band folder on the PSRV.

General Music Archives - M: (on the computer)

1 – Click on QMDRV or MQMDRV on the DESKTOP

QMDRV = lets you search for one term at a time, usually producing longer lists and is WAY more confusing and unlikely to find what you are looking for. This is the recommended method if you simply want to browse the music archives.

MQMDRV = lets you search for multiple terms at a time, usually narrowing down your list. This is the recommended method if you are looking for a specific song or album.

Example – if you are looking for Hunter Street Lullaby by The Bloody Miracles

1st Search Term: Bloody

2nd Search Term: Miracles

3rd Search Term: Hunter

4th Search Term: Street

2 – After you hit “Enter”, 2 new windows will open

(1)a text file of the songs that were found

(2)the folder where the m3u is saved on the StudioA Computer

3 – You can edit/save/play your m3u a few different ways:

(a)You can copy and paste the file names into the text file, and then save it as an m3u (be sure to type in .m3u at the end of the file name, and select “all files” in the file type drop down menu)

(b)You can DOUBLE CLICK the file name in the “Q Search Results” folder, and the songs will automatically play in WinAmp **by doing this you will delete everything else already in WinAmp

(c)You can RIGHT CLICK the file name, and choose ENQUE in WinAmp **this will add the new playlist to the files already in the WinAmp playlist editor.

***you can do multiple searches and have multiple lists open, and then copy paste from the notepad lists to make the playlist you want to.

***you can then save this playlist, or M3U in your psrv folder.

4 – The file names for the songs is very long and confusing...here are the basics

p = person/artist

s = song

c = Canadian content (MAPL, in that order, 1 means Canadian, 0 means not Canadian)

a = album

g = genre (they’re not all filled in)

f = the freedb # ... to learn more about freedb visit their website

y = year the album was ‘produced’

w = who digitized the file and when

****RIGHT NOW ALL OF THE SONGS ARE JUST SAVED AS FILES, SO THINK OF THE FILE NAME JUST THE SAME WAY AS A FILE NAME FOR AN ESSAY OR DOCUMENT, THE SEARCH FUNCTION WILL JUST BE LOOKING FOR THOSE LETTERS TOGETHER...**

****IMPORTANT!!!** There are no spaces in the files names, so always use an underscore (press shift and the key to the left of the plus minus key) to replace the space.

****IMPORTANT #2!!!** Instead of an underscore we use a 'backwards apostrophe' (located to the left of the number one) before the word that the song/band/album will be alphabetized according to...(always after the words the, a, an when they are at the beginning of the name/title.

Physical Artefacts in StudioC (Vinyl only)

Visit: <http://www.trentradio.ca/archives/rcarchives.txt>

Use the "ctrl - F" function to search the text document.

The system is slow, and will be updated.

You are also welcome to just browse the stacks - as long as you promise to put all archive materials back in numerical order.

LCMP - Local Content Management Project

The LCMP is our online local music database. It is filled with music, radio dramas, live events - and so much more! You cannot make playlists - but you can play directly from the webpage on-air.

<http://lcmp.trentradio.ca:17080>

username: lcmp

password: lcmpaok!!

