LPFM Station Operations Manual

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CMAP
Your Operations Manual Might be a “Set” of Manuals

• Front Desk:
• Control Room:
• Engineering:
• Transmitter:
• Music:
THE SIGNAL CHAIN AND FM BASICS

• FM Radio – What are radio waves anyway?
• The Signal Chain – Where does it go and how does it get there?
• Signal Chain Interruptions
OPERATING THE MIXING BOARD

• What is a Board?
• Cueing
• Signal Levels
• Input Selection
• Fading
• Passing the Torch – Turning the studio over to another programmer.
• OPERATING THE MICROPHONE
• USING HEADPHONES
• OPERATING THE CD PLAYERS
• OPERATING THE TURNTABLES
• OPERATING CASSETTE PLAYERS
• USING PORTABLE DEVICES
• THE EMERGENCY ALERT SYSTEM
PPP – PROTOCOL, POLICY, PROCEDURES

FCC REGULATIONS

• Profanity
• Safe Harbor
• Content vs. Speech:
• Station ID
• Plugola/Payola
UNDERWRITING:

What you can say:

• Who the Underwriter is.
• What the product/service is.
• How to find the business: address, phone, email.
• A slogan used in their business.
What you cannot say:

• No pricing info
• No call to action
• Messages must be non-promotional
• All verbs must be passive.
SO YOU’RE READY TO DO A SHOW...

• Preview, Preview, Preview
• Prepare your guests, and choose them wisely
• Prepare to be surprised
DJ PROGRAMMER RESPONSIBILITIES
(Quick and dirty do's and don'ts)

• Facilities:
• Station Equipment:
• Equipment malfunctions:
• Taking phone calls:
• Making phone calls:
• Pets:
More Do’s & Don’ts

• Closing the studio:
• Underwriting Logs:
• Using Station Computers:
• Changes to your show:
• Public Affairs and Special Show Announcements:
• Encouraging Station Membership:

• Thanks to Portsmouth Community Radio