



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:**



Sample Station Handbook & On-Air Training Manual

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**

