

NOOSA FM PRESENTER BULLETIN

Hi all you happy on air punters. Just emailing to let you know who is on the 2018/2019 Program Committee and to let you know that I have stayed on as Program Co-Coordinator.

THE NEW PROGRAM SUB-COMMITTEE IS

Alison Hadfield, Vicki Riley, Wayne Carlson, Paul Ritchie, Greg Dodds, Len Tyler, Sibylle Reisch.

A healthy group of keen Noosa FM folk with lots of ideas for programming in the coming year and keen to hear any ideas that you may have.

Welcome to all the new presenters who are well on their way in this block. I have heard all of your programs and they are all sounding great. Enjoying the fresh sounds on the airwaves.

Don't forget to like us on face book and get your friends to as well !!

BELOW ARE 5 BULLET POINT QUESTIONS IN REGARDS TO PROGRAMMING PROCEDURES WHEN PRESENTING ON AIR

I have a programming issue. Who do I call?

- Call the Program Co-Coordinator. That's me Alison Hadfield. Mobile [REDACTED]. No matter what the problem is, if it's related to your program call me. If it's a studio access problem or paneling problems call me. I may be able to sort the problem for you immediately, and if not, I will then refer your issue to the relevant person. This will streamline the amount of phone calls going to the wrong people. And definitely if you can't do your show. Even if you have sorted a replacement I still need to know.

What 3 things must I do if I can't do my program?

- Inform the Program Co-Coordinator
- Get your back up presenter to fill in for you and inform the program coordinator who is there to help and get a cover for your program if you can't.
- Make sure your fill in presenter has access to get into the studio

What 3 things should I do if I am pre-recording my program?

- Inform the Program Co-Coordinator
- Inform the presenter before you and ensure they know how to cross to your pre-recorded program
- Arrange access for the presenter after you. They will need to get in to present their program.

What are the three golden rules to making a well-structured program?

- Make Regular call signs. Our call sign is NOOSA FM This is the only call sign Noosa FM uses.
- Always start your program with a Station Opener and don't forget CSAs.
- Weather report after the news, then a brief update on the half hour. Give regular time calls. These are all bits of information that people use and listen to the radio for.
- Follow the format as close as you can – Page 48 of the training manual will assist you. There is also a hard copy in studio 2

Is it worth recording my program and listening back to it? Absolutely! It is mandatory for the following reasons.

- It will help you gauge how your program sounds live to air
- It will let you know if your mic levels are correct, especially if you are doing interviews.
- It will allow you to critique yourself and improve.

THE GOLDEN RULES OF PROGRAMMING AT NOOSA FM

PRE-RECORDED SHOWS

We encourage all presenters to avoid doing pre-recorded shows other than one back up show which should be refreshed accordingly. Live radio is always better and this format should always be the first choice and prerecorded programs should only be used as a last resort. Please call the program coordinator first as they may have someone to fill in the slot which is a much better option.

IMPORTANT THINGS TO REMEMBER WHEN PRE-RECORDING YOUR PROGRAM

- Ensure your music is saved to the "Presenters USB Folder"
- The show must be pre-recorded in SPL format
- **THE TIMING IS CRUCIAL.** During normal hours when someone is before and after you should **record a complete two hour program as one (120 mins)**. Most programs are this length. If your program is **3 hours you will need to record a complete 3 hours as one show of 180 mins**.
- If you are the first presenter up in the morning or if you are the last presenter out at night you will need to record your program in **separate one hour shows** as it has to be included in the automation of the Wave at either end of the day.
- Your timing must be exact or you will throw the program out of sync. Your show must end on the correct time to ensure the next presenter crosses over smoothly and **never end with a voice track. Instead, an instrumental is helpful.** Ensure you keep an eye on your time check if pre-recording your show.

EXTERNAL HARD DRIVE CONNECTIONS

Please do not connect external hard drives to the system in any way. The System was not set up for that. It is likely that the system will crash. This includes copying to or from your hard drive. This could also cause damage to your own hard drive so please do not do it.

Looking forward to you all 'being in all our ears
Alison Hadfield –For and on behalf of Team Programming

