

# Pre-Record Guide

## PC's Guide, Updated 2019-20

### The two types of pre-rec

- **Automatic pre-record**: recorded **non-stop** in a studio at a scheduled time, then played on air automatically at a later date.
- **Manual pre-record**: recorded (and edited together) **independently**, uploaded to Cuedex as an mp3, then played out on air at a later date.

### When should I pre-rec?

Pre-record if you can't make your regular slot, or you want to do an item (e.g. live music or a guest) which has to be recorded at a certain time. You can pre-record in either of our studios!

### How do I arrange a pre-rec?

Email [programmecontroller@camfm.co.uk](mailto:programmecontroller@camfm.co.uk) at least **48 hours in advance** of the pre-record. Bear in mind that late requests may not be approved in time!

### Automatic pre-records

1. Check the Cam FM schedule using <http://www.camfm.co.uk/schedule/admin/> and choose a free slot / studio before the time of your broadcast.
2. **Email the Programme Controller** at least 48 hours in advance and let them know:
  - a. The **name** of your show
  - b. The **time slot** and **studio** for the pre-rec
  - c. The time you want your show **broadcast**
3. At the time of the pre-record:
  - a. Treat it like a live show – start with the top-of-the-hour jingle at XX:00:00 and fade out at the end – and don't be late!
  - b. The crucial difference – **don't use broadcast control** to put your studio on air
4. After the pre-record, log on to the members' area and use the 'Shows' tab to select your pre-rec and **confirm that you were present** when prompted. (Or your pre-rec won't go out on air!)
5. After a few minutes, the system will create your recording, then email you to confirm. You can check the 'Shows' tab, which will confirm that the pre-rec has been cued up successfully.

### Manual pre-records

1. **Record your show** using microphone(s) – you would then usually edit it / add in music tracks using editing software (Audacity, Reaper etc.)
2. Make sure that each audio file is **no longer than one hour**. If your show is longer than an hour, split up the recording and upload each file separately.
3. Upload the audio file(s) as mp3 files to **Cuedex** via your show's section on the members' area (clicking on the little cloud symbol).
4. **Email the Programme Controller**, letting them know you've done a manual pre-rec and:
  - a. The **name** of your show
  - b. The **time slot** and **studio** for the pre-rec
  - c. The **exact name of the file(s)**
  - d. The time you want your show **broadcast**
5. The Programme Controller will manually schedule the file to play out in the right slot!

questions? [programmecontroller@camfm.co.uk](mailto:programmecontroller@camfm.co.uk) **Happy pre-reccing!**