



# Cam FM Starting & Ending Shows Policy

How Do You Go On And Off Air?

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## Getting to the studio

- Check the schedule - is there a show before you?
- If yes:
  - Get to know the presenter of the show before you. You want to take over as they start their last song, so you are ready to go at the top of the hour
- Always go collect the key (there are multiple at each studio)! You'll need your Cam FM Membership Card.
  - **ARU:**
    - Go to the security desk to ask for the key to the Cam FM Studio.
    - Make sure to check the Members' Site for the code to the lock on the door.
    - Light switch - press the rotary dimmer switch by the door.
    - Keep the key on the desk!
  - **Jesus:**
    - Go to the Porters' Lodge (on Jesus Lane) to ask for the key.
    - Light switch - flick the switch on your right as you go in.
    - Keep the key on the desk!

## Going on air

Choose the correct column from the table...

<b>1. There's no show before yours</b>	<b>2. There's a show before you in the other studio</b>	<b>3. There's a show before you in the same studio</b>
Get yourself ready: plug in your headphones, solo mic(s), so your first jingles and music.	Get yourself ready: plug in your headphones, solo mic(s), solo your first jingles and music.	When the presenter in the studio lets you know it's okay (usually when their last track is playing), setup as normal.
Put the playout fader up.	Put the playout fader up.	
On the hour, playout music will fade, and the jingle will start.	On the hour, playout music will fade, and the jingle will start.	On the hour, make sure the playout fader is up. Let the jingle start.
While the jingle plays, use Broadcast Control to put your studio on air.	While the jingle plays, watch Broadcast Control. Once the other studio switches to playout, put your studio on air. If they haven't by ~XX:XX:30, put your studio directly on air.	
At the end of the jingle, lower the playout fader.	At the end of the jingle, lower the playout fader.	At the end of the jingle, lower the playout fader.
Away you go!	Away you go!	Away you go!

## Going off air

Choose the correct column from the table...

1. There's no show after yours	2. There's a show after you in the other studio	3. There's a show after you in the same studio
		As far as it doesn't disrupt your show, let the next presenter start to setup around you.
Aim to finish your show as close to XX:00:00 as possible.	Aim to finish your show as close to XX:00:00 as possible.	Aim to finish your show as close to XX:00:00 as possible.
Before or at XX:00:00, put the playout fader up.	Before or at XX:00:00, put the playout fader up.	Before or at XX:00:00, put the playout fader up.
Let the Top Of The Hour Jingle start to play.	Let the Top Of The Hour Jingle start to play.	Let the Top Of The Hour Jingle start to play.
Using Broadcast Control, switch to Playout.	Aiming for no later than 15 seconds past the hour, use Broadcast Control to switch to Playout.	Move aside so the next presenter can get in position. <u>Leave Broadcast Control on your studio.</u>
You're all done!	You should now see the other studio take control. You're all done!	You're all done!

## Leaving the studio

- Take all your belongings and rubbish away with you.
- Leave the equipment how you'd want to find it. All our presenters are responsible for keeping the studios looking beautiful and ready for broadcasting!
- Do not switch off any computers or equipment – leaving the computers, Cuedex, and the desk running is okay!
- Turn the speakers all the way down.
- Turn off the lights using the switch by the door.
- The Key:
  - Always take the key back...
    - **ARU:** Close the studio door behind you and check that the door is locked. Return the key to security; if nobody is there, drop it in the metal box on the wall by the desk. Never leave ARU with the key.
    - **Jesus:** Slide the door shut, touch the keycard on the lock and rotate the lock anticlockwise to lock the door. Return the key to the Porters' Lodge and return the key to one of the porters on duty. Never leave Jesus with the key!