

Starting & ending your show

Cam FM Guide, Updated 2019-20

Getting to the studio

- Check the schedule – is there a show before you?
- **Yes:** Go straight there, arriving 5-10 mins before your show starts
 - 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
- **No:** Go to collect the key! You'll need your Cam FM membership card.
 - ARU:
 - Go to the security desk to ask for the key to the Cam FM studio.
 - Keep the key on the desk!
 - Fitz:
 - Go to the Porters' Lodge (on Storey's Way) to ask for the key.
 - Keep the key on the desk!
 - Light switches – are on the wall behind the Cuedex screen.

Going on air

Choose the correct column from the table...

(1) There's no show before yours	(2) There's a show before you in the other studio	(3) There's a show before you in the same studio
Get yourself ready: plug in your headphones, solo mic(s), solo 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's playing), set up 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 set up 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. It's the responsibility of all our presenters to keep the studios looking beautiful and ready for broadcasting!
- Do not switch off any of the computers or equipment – it's fine to leave the computers, Cuedex and the desk running!
- If you're at Fitz, turn off the lights using the switch behind the Cuedex monitor (the lights at ARU will go off automatically).
- **The Key:**
 - Is there someone using the studio after you?
 - **Yes:** leave the key with them. Never walk away with the key!
 - **No:** take the key back...
 - ARU: Lock the door with the key. Take the key back to the security; if there's nobody there, drop it in the metal box on the wall by the desk. Never leave ARU with the key (there's only one!).
 - Fitz: Make sure the door is securely shut. Take the key back to the porters' lodge: you'll sign the key back in if there's a porter there; if there's nobody there, drop it in the box between the pigeonholes and the reception desk. Never leave Fitz with the key!