

## GUIDE TO PRE-RECORDS

This will explain step by step how to do a pre-record!

There are two types of pre-records you can do:

1. Automatic pre-record – recorded in one go in a studio at a pre-scheduled time, goes out on air automatically when it is your broadcast slot.
2. Manual pre-record – you record it independently (and edit it together if need be) and upload it to cudex as an mp3 file.

You must arrange all pre-records with the Programme Controller and this must be done at least **48 hours in advance**. Please bear in mind that we will not be able to accommodate last minute requests!

### 1. Automatic pre-record:

- Check the Cam FM schedule on <http://www.camfm.co.uk/schedule/admin/> and choose a slot when one of the studios is free to pre-record in.
- Contact the Programme Controller and let them know you want to pre-record your show – tell them:
  - The **name** of your show
  - The **time slot and studio** you wish to pre-record in
  - The **time you want the pre-record broadcast**
  - **This must be scheduled at least 48 hours in advance**
- Turn up to your studio booking, and treat it exactly as a live show even though you are off-air (so start with a Top of the Hour jingle at exactly :00:00 and fade out at :59:57, etc. -- and don't be late). **DO NOT** put the studio on air via broadcast control! The desk records everything you do in that hour and it will be broadcast automatically in your usual slot.
- Login to the members area and click on your pre-record in the 'Shows' tab.
- Confirm here that you were present for the pre-record (otherwise we'll end up broadcasting silence - it's important you only click this if you actually pre-recorded your show the entire time!).
- Wait a few minutes while the system creates your recording; you'll get a quick email when it's finished.
- Check the pre-records list on the Members Area again; it will also confirm that the pre-record has been put into playout.

### 2. Manual pre-record:

- This is to be used if you have recorded your show and edited it together independently, and wish to upload it as an audio file. If your show is longer than one hour you should split it up and **upload each hour section as a separate file!**
- Upload the mp3 file of your pre-recorded show to Cudex via your show's section on the members area.
- Contact the Programme Controller and let them know you wish to do a manual pre-record and that you have uploaded the file. Tell them:
  - The **name** of your show
  - The **time** you wish it to be broadcast
  - The **exact name of the file (or files)**
  - **Whether your pre-recorded file includes the Top Of The Hour jingle**
  - **Again, this must be done at least 48 hours in advance**
- The Programme Controller will schedule the file to play during your broadcasting slot.

Pre-records are a great way to avoid missing shows so make use of them! If you have any questions not answered by this guide, please contact the Programme Controller.

Happy broadcasting 😊