

CFCR ON-AIR VOLUNTEER TRAINING CHECKLIST

HOST NAME: _____

DATE STARTED (DD/MM/YYYY): _____

Session Number		Trainer Initial	Trainee Initial
1-2	Membership/Host Fees – Discuss with new trainees (All new trainees should have current Membership (\$25 reg/\$10 student) before starting their training. Only regular/permanent hosts pay annual Host Fee (\$50). Fill-in hosts are just required to be Members.)		
1-2	Station/Studio Rules – No food/drink in studio, Entering the studio when previous host is present, Guest protocol (Contact PD or other staff before having guests in studio), Fill-In/Bingo sign-up sheet.		
1-2	Attendance – Hosts should ALWAYS be at least 10-15 mins early for any hosting slot. Absence notice (<u>AT LEAST</u> 24 hours’ notice, just sending an email is <u>NOT</u> sufficient, hosts should follow-up to make sure their message was received).		
1-2	Paperwork/Logs – Program Logs (STRESS CANCON & Genre codes), Ad Logs (Ads always played as scheduled, every half-hour), CanCon/Talk Binder (Tally totals). *HOW TO KEEP TRACK OF TALK TIME (COUNTER ON MAIN MIXING BOARD). **FILL SHEETS OUT FULLY & ALWAYS WRITE LEGIBLY!		
1-2	Station Tour – Meet staff (if during office hours), Point out rooms/offices, Light switches (hallway/studio/library), Program mailboxes, Bulletin boards, Kitchen/Bathrooms.		
1-2	Equipment (Beginner) – *CHECK EACH ITEM TRAINED. DON’T INITIAL UNTIL ALL COMPLETE* Main mixing board (VU Meters & various faders/channels (A/B) <input type="checkbox"/> , CUE Function <input type="checkbox"/> , Various speaker/headphone volume knobs <input type="checkbox"/> , Microphones (On-Air Light) <input type="checkbox"/> , CD players <input type="checkbox"/> , Studio phone (Phone light, Speaking to callers, taking requests) <input type="checkbox"/> .		
1-2	Studio Computer – Acceptable usage (ie: Internet use, etc. Usage should be limited, show-related ONLY), How to sign on/off & restart, Programming ads/promos (Programming ads early, Running ads a couple mins early, especially between two programs), Streaming music (ie: YouTube <u>NOT</u> recommended).		
2-3 <small>Some may be covered in later sessions.</small>	Equipment (Adv.) – *CHECK EACH ITEM TRAINED. DON’T INITIAL UNTIL ALL COMPLETE* Turntables/Mixer <input type="checkbox"/> , AUX inputs <input type="checkbox"/> , Cassette Players <input type="checkbox"/> , Using studio computer to play music files (ie: New Digital Music Folder) <input type="checkbox"/> What to do in the case of equipment trouble (if a host has issues with a piece of equipment or software, or an ad/promo/live tag missing from the computer or binder, they should email the Program Director at pd@cfcr.ca with the details, or call if it’s an emergency) <input type="checkbox"/> .		
1-2	Music Library - Genre labels, Bookmark system, Proper refile (Always refile all your CDs before leaving station), Library computer (New Music & New Digital Music), CDs are <u>NEVER</u> to leave the station.		
1-2 /2-3	Talking On-Air (Beginner) – Basics of talk spots (Length (~1-2 mins) & Frequency (~ every 15 mins, Before <u>AND</u> After each ad break), Preparation (notes), Not calling attention to on-air mistakes, Minimize mentions of businesses who are <u>not</u> CFRCR sponsors (it’s OK to mention them sometimes), but feel free to give positive “free” mentions to our sponsors. Announcing live shows (Posters in studio), Announcing weather (1x/hr daytime).		
2-3 /4	Talking On-Air (Advanced) – Hosting with a co-host (Keep chatter minimal, no inside jokes, avoid giggles), Mention show details (CFRCR, Program name, Host name, etc) frequently, Don’t insult people who like/dislike any given music (Keep it positive).		
2-3	Planning A Show – Choosing music (Variety, Suitability for program & time of day, Obscurities (Before 6pm vs. After 6pm; “When in doubt, leave it out!”)), Planning ahead (having a back-up cued-up in case of equipment failure), CanCon Amounts (What <u>IS</u> CanCon?, <u>MAPL</u>).		

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3-4	Door Codes & Keys – Code for station/library & how to use key in street level door, How to enter/exit station on evenings, weekends & holidays (when doors are locked). Only regular/weekly evening & weekend hosts will have keys. Holidays will be advised by PD.		
3-4	Emergencies – List of emergency numbers in studio, All hosts should have PD (Jay) & Manager (Neil)'s phone numbers for non-life-threatening emergencies (ie: Last-minute absences, Trouble entering building/station)		
3-5	Review “Volunteer Broadcaster Agreement” – Read & understand code of conduct & expectations (ie: Fundraising, etc), sign and return to PD. (*PD HAS THIS AGREEMENT IN PHYSICAL OR DIGITAL FORMATS)		
4-5	Hosting Solo – Trainee can combine program planning, equipment use and on-air talking to produce at least 30 minutes of programming during a final training session (Trainer is available to help troubleshoot, but trainee should be hosting alone). Trainee should submit proposed playlog to trainer in advance.		
	NOTES (FOR TRAINEES TO USE):		

By signing this document, you agree that you have read and understood all of the points explained in the CFCR Hosting Guide and Equipment Manual as well as the Volunteer Broadcaster Agreement, and have received adequate training to be comfortable with hosting a live CFCR program alone. If these statements are not true, please speak to CFCR's Program Director.

Training completed (DD/MM/YYYY): _____

Host Signature: _____

PD/CFCR Signature: _____