

mainFM
**TRAINING
PACK**

Studio Training Checklist
Post Training Guide

Print & bring to training.

**94.9
main
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Studio Training Checklist

A guiding sequence for teaching & learning how to create great radio at MainFM.

*Page numbers (eg 'p.14') refer to the *Studio Operations Manual & Presenters Handbook*

Have a Chat!

- Past radio/audio/technology/public speaking/anything related experience
- Whether the trainee has completed the online training modules before arriving

Station Tour

- Toilets, kitchenette, afterhours entrance & code pad (code provided later)
- Studio 3 - a scaled down version of studios 1 & 2, padlock (code later)

The Main Office

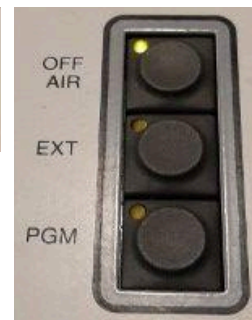
- Sign in book
- Analogue radio in the corner - listen as a 'listener', check we're on air
- Staff - who they are, where they sit, what they do

Outside the Studios

- Which studio is live? How to identify this with and without live presenters present
- Mic lights - where they are, what they indicate
- The Tower
 - Why presenters don't touch or change anything in the tower
 - Autoplaylist: the 2 critical functions - **24/7 MUSIC** and **SHOW SEQUENCES**
- Sequences - how we access them (office computer), what they do

The Studios

- ON AIR** (p.9) - Checking & switching a studio live
 - *Note the ON THE AIR light on the wall
- Controlling what we hear: **OFF AIR & PGM**
Listening to the signal 'off the air' (ie 'the radio')
PGM = 'Program' = the sound created by that particular panel
- Autoplaylist**: Select it, listen to it, *understand it is always running and always available* (& great for emergencies)



Headphones (p.14)

- Where they plug in: Either Hub or desk/under guest desk
- How to control headphone volume: hub control knobs & PGM PHONES knob

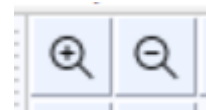
Put headphones on & continue training speaking through microphones

Microphones (p.23)

- Comfortable posture and physically moving microphone to suit
- Pop shield very near microphone
- Directional microphones - very sensitive to your closeness & talking angles
- Prepare mic position for head turning, eg with multiple guests in studio

Monitoring Levels (p.12)

- Noticing VU Meters while broadcasting
- Getting an eye for an approximate -1 average reading
- Audacity
 - Locate icon, open and record
 - Observe recorded sound waves *across time* used as a 2nd monitoring tool (noticing range between 0 and 1, plus clipping)
 - Use magnifying zoom in & out to see more or less of recording



Cueing & Setting Levels (p.10 'Option 1')

- Using 'Cue' on every channel, what it does, monitoring on the CUE VU window
- Using the CUE speaker to hear your audio 'underneath' the show
- Setting a mic level ready for starting a show
- Noticing different presenters may need setting at different mic volumes
- Understanding things that cause changes to speaking volume, eg enthusiasm, nervousness, excitement, laughing, posture, moving, mood

Zara (p.15)

- Where to find it, recognise its icon, locate show folder directory
- Promos (p.16): Location, organisation, how many we play, when and *why* (important)
- Types of audio: Promos, Stings, Music, Interviews etc
- Keyboard hot keys (easy reference p.56): Simpler use, quieter than mouse clicking

Time to practise controlling Zara at this point is recommended (5 minutes solo)

Other Audio Inputs (p.20)

- Phone/AUX, CD, Turntables, Computer 2
- Noticing different audio types can appear differently on Audacity & VU metres

Setting Up to Present a Show

- Test & set levels of all relevant channels (ensuring an understanding of CUE function)
- Using Zara to help with designing & remembering the flow of your show
- Being efficient/having more fun
 - Deciding which channels need switching on and off during the show
 - Planning ahead - knowing what you'll do a few steps ahead
 - Including MainFM language (p.56)
- Transitions: How preparation supports the best transitions between audio sources

Time to practise at this point is recommended (approx 20 mins following a demonstration)

- Using Audacity to critique a show recording
- Saving recordings as exported MP3s (not as Audacity files)
- Consider show transitions: Live crosses, to Autoplaylist, cues from fellow presenters
- Cleaning the studio & signing the cleaning register

Post Studio Training Guide

Setting up trainees for helpful opportunities, practice, follow ups & getting on air.

At this point, the best thing you can do is be proactive. The following points help with suggestions, ideas and contacts we recommend you follow up on as soon as you're able.

What's Next?

- Receive an email containing MainFM access codes
- Check out our volunteer website: *The Hub* qrco.de/hub949
 - Click the 'BOOKINGS' tab, watch the video guide, book studio time
 - Read updates from MainFM HQ
 - See interview opportunities
 - View 'Helpful Links' for training support, platform access & other things
- Book studio time and follow the 'Practice recording guide' below to begin honing your craft
- Consider asking Alex about...
 - Setting up some observations to watch a current presenter do their thing
 - Helping *The Lowdown* team with a weekly recording of a 15 min episode
 - Listening to your practice recording if you'd like to talk about your result
 - A 20-30 minute follow up studio session after you've had some practice
- Try texting some shows to let people know you're listening 04888 63 186
- Come along to 'Club Radio', a monthly social meet up at The Bridge Hotel on the first Thursday night of the month from 5pm

Contacts

Rich Moffat

Programming Coordinator

programming@mainfm.net

Rich organises the weekly radio grid and knows who's coming and going. He's great to talk to about your show ideas, your availability and what you'd like to do from this point.

Alex Playsted

Volunteers & Training Coordinator

volunteers@mainfm.net

Alex's main focus is welcoming and training new members. He loves helping build confidence and skills and is totally up for you reaching out for follow up sessions.

Steph Riddel

Station Manager

info@mainfm.net

Steph spins a lot of plates in the air at once but she's always excited to meet our new members, keen to learn about you and what you're interested in and is up for a chat any time.

PAGE 1 - EXAMPLE RUN SHEET**Mind Ya Head**

Show 31 – 31/03/2021

Copy files to Master Content MYH file from USB
 Load into Zara Sequence
 Open Audacity and press record at start of show
 Save to desktop (or Master) then to USB

Promos (2)	1 minute	
Intro music -	50 seconds	09:01.50
INTRO CHAT –... What's on our show today <ul style="list-style-type: none"> ● Text line – 04 888 63 186 ● Arts Open - randoms ● Happy Sad Man 	5 minutes	09:02:50
SONG: I don't wanna talk about it – Rod Stewart and Amy Bell	4:29	09:12:30
Interview – Lisa Renato Part 1	14.00	9:26
SONG: Fleetwood Mac - Landslide	3:19	09:29:20
Interview – Lisa Renato Part 2	8:00	09:37.20
PROMOS: (2) Saffs STING	1 min 10 secs	09:38:30
Wakefield	2 minutes	09:40:30
Song: Upside Down, Diana Ross (Record)	4:06 minutes	09:44:36
Discussion – 4 ways to increase happiness – neurological	4 minutes	09:50:36
Women's Health Loddon Mallee – Focus Groups	2 minutes	
Song: Baby Boomer Money, Peter & the Wolves CD	3:03	09:53.40
Hot Tips for Careers – changing careers	3 mins	09:56.40
WRAP UP – Community announcements <ul style="list-style-type: none"> ● Fringe – roller disco Friday night – Memorial stadium ● PubSing – Bowie – Space Oddity ● Thank <u>you Saffs</u> 	2:20 minutes	09:59:00
Disclaimer	30 seconds	09:59:30
Promos - 1	30 seconds	10:00:00

TRAINEE INSTRUCTIONS

Hello!

The above page is an example of how a presenter can organise a show. It's for Gen Ward's show *Mind Ya Head*.

Is this important? Do you have to do this?

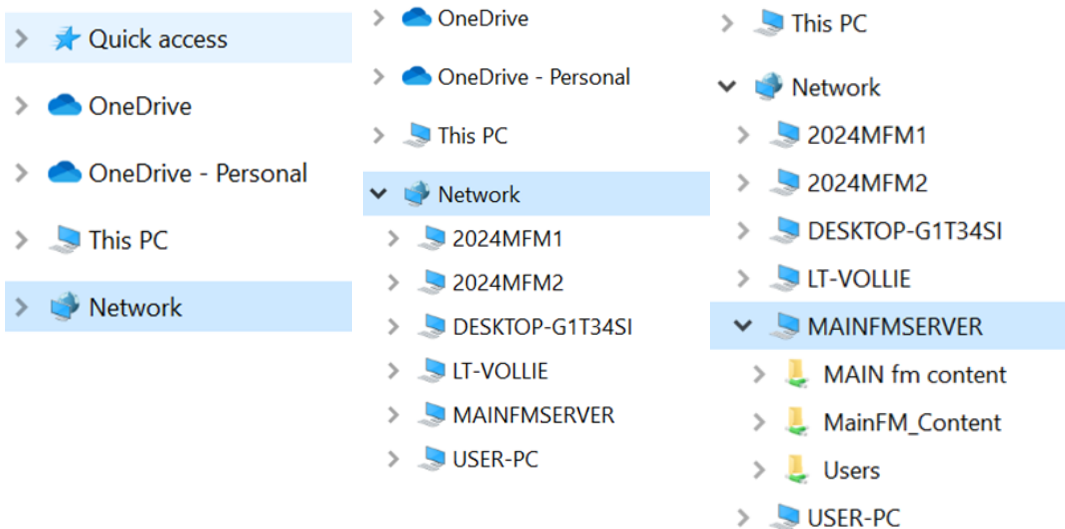
A presenter's cognitive load can be quite high when combining the technical side of presenting with thinking and speaking live on air. A run sheet really helps reduce this load so you can put the thought you want to put into where it has the biggest impact for the listener. It can also help avoid or lessen unnecessary stress in moments of panic. We ALL experience these moments from time to time, whether experienced or otherwise. As a trainee, it's especially worthwhile.

WHAT TO DO

On the next page, there's a template for you to work off to plan your training show.

Planning time is very helpful. We rarely run our shows to the second, or even the minute, but when you're learning to understand how long different things take, how quickly or slowly time passes while you're talking on air and how to manage your show to fill exactly 60 minutes or more, it's very valuable.

Remember, this is not a show pilot. It's a testing ground. Don't stress about your content. Just choose simple things and reserve your thinking space for running the studio equipment throughout your recording. Your interviews can simply be one question and answer, it doesn't matter. You're practising the process of recording audio, not trying to create the perfect interview.





Finally, remember this. Now's a GREAT time to play and make mistakes. The pressure's off in terms of having an audience. Go at your own comfortable pace and HAVE FUN. Radio can be a heap of fun, especially when we've built confidence from making and learning from a bunch of excellent mistakes.

When you finish your recording in Audacity, choose *File*, select *Export as mp3*, choose the file location as below & make the file name your name and date, eg Alex Playsted_09012022, choose Quality '*Insane 320kbps*', and click Save.

📁 > Network > MAINFMSERVER > MAIN fm content > TRAINING > Saved Trainee Recordings

Trainee Practice Recording Planner

STATION PROMOS X2 (choose two appropriate for your day and time slot)  > Network > MAINFMSERVER > MAIN fm content > CASTLEMAINE ADS & PROMOS	30s + 30s	
Intro music – ‘Training Day intro’  > Network > MAINFMSERVER > MAIN fm content > TRAINING > Trial Recording Audio		
<ul style="list-style-type: none"> · Greet your listeners in a friendly/warm/welcoming way · Introduce yourself by name · Thank the presenter before you for their show (look up the presenter before you as though you were actually going to air https://mainfm.net/program-guide-2/) · Briefly talk about what’s planned for the show 		
SONG/S: (Play mp3 via Zara)		
Interview (short test interview) – Phone or in-studio Who? Topics? Question/s?		
SONG/S: (Play via CD)		
Talk: Choose something you’re interested in to read and/or talk about, eg article, story, poem		
STATION PROMOS X2		
Interview (short test interview) – Phone or in-studio Who? Topics? Question/s?		
SONG/S: (Play via vinyl or medium of your choice, including streaming)		
WRAP UP <ul style="list-style-type: none"> ● Re-introduce yourself by name ● Thank any guests you’ve had ● Announce the next show and presenter (find on program guide) ● Say something to sign off, eg ‘see you next week’, ‘stay tuned to MainFM’ etc 		
‘Training Day outro’		

