



Spring 2011

DJ HANDBOOK

WNYO.ORG

# **MISSION STATEMENT**

1. WNYO provides students with an opportunity to gain hands-on experience in the many aspects of radio broadcasting. Students should not feel limited to simply doing their scheduled radio show. As a member of the station, they have an opportunity to become as involved with the station as they would like. There are opportunities to work in production, promotions, operations, music departments, and much more. Each year members are encouraged to apply for executive board positions, which is a group of students who are directly in charge of maintaining and operating the station. Working with the general members, the executive board ensures that the station reflects the general interest of the organization.
2. WNYO provides the college campus and community with an alternative to corporate radio stations. WNYO is an independent college station that is not forced to follow a particular format. The station encourages diversity in the programming that is aired. Multiple genres are available to students and those students with experience are allowed to produce specialty shows. It is expected that the station will expose listeners to new music that cannot be heard on any other station in the area. WNYO also provides monthly affordable concerts that students and community members can attend.
3. Most importantly, WNYO gives students a place to express themselves and have fun. Being a member is a great way for students to become more involved on campus while gaining beneficial communication skills.

# **HISTORY**

WNYO began broadcasting at the frequency of 88.9 FM on April 29th, 1992. Prior to being on this frequency student run-radio has served SUNY Oswego for more than 25 years. WSEH was the first station on campus, which was made up of a few students who broadcast out of a residence hall using a half-watt transmitter.

On November 1st, 1968 the SA approved WOCR, which began broadcasting on carrier 640 AM. In the 1980's the station expanded services to broadcast on 106.1 FM. The call letters would change to WOCR to WOZZ, then to WOSR before turning to WNYO.

Currently WNYO is managed and operated entirely by students. WNYO broadcasts at a range of 100 watts, which covers the campus and the entire City of Oswego. This is a total population of over 28,000 people and countless listening on the internet.

In 2006, 88.9 WNYO launched a new website that allows people over the world to stay involved with the on-goings of the station. The station also added a Simian Automation system that allows the station to broadcast overnight and during breaks without having a live DJ present. The station was also featured in College Music Journals' New Music Report multiple times since then.

In the spring of 2008, WNYO moved to its new home as a part of The Point in the Campus Center. The new and much-improved facility will allow WNYO to continue to prosper in the age of digital media. The station continues to grow and mature each year, thanks to dedicated students over the years, WNYO is becoming one of the foremost college radio stations in the Northeast.

## IMPORTANT TERMS

- 1) **Liners:** A pre-recorded phrase, sentence, or sentences that a DJ plays during a break between songs and spots. Usually, Liners stand by themselves and are meant to communicate concise imaging.
- 2) **Station Identification/Legal ID:** Station identification is the practice of any type of radio station identifying itself, typically with a call sign. Station identification is a practice mandated by the Federal Communications Commission for all broadcast television stations and radio stations in the USA. The station must announce its legal call sign, community of license, and any other call signs it uses at the top of every hour. *Our legal ID is "88.9 WNYO Oswego, NY".*
- 3) **Underwriters:** Underwriters serve as support of funding for WNYO programming. They are typically 10, 15, 20, 30 or 60 second spots that air several times a day. Local businesses donate a certain amount of money to the station and return the station records an underwriter for DJs to air. It is important to not air underwriters out of order because all underwriters need equal time on the air.
- 4) **Promos:** These are spots recorded by DJs that promote their shows, which typically air a few times a day. You can record one by meeting with the Production Director.
- 5) **Public Service Announcement (PSA):** A public service announcement (PSA) is a non-commercial advertisement, broadcast for the public good. These are an important part of our programming since we are a non-commercial station.
- 6) **Program Log:** A record of all material played during your radio show that is stored digitally on the computer and can be accessed at a later date if needed. It is important that program logs be as accurate as possible in case the FCC needs to see them. You should never skip any of the items on a program log. If you are running short on time, you should skip one of the songs that you have cued up next.

### Button

7) **Fader/Pot:** Each piece of equipment in the studio has its own fader/pot. These need to be raised to the correct levels to ensure the best sound quality during broadcasting. Microphones, our music computer system - ENCO, and CD players each have their own channel. It is important to learn which pot belongs to each piece of equipment; however, they are clearly labeled in our studio if you forget.

### Cue



8) **Cue:** A button that allows DJs to listen to a song or other piece of audio while another song is currently playing on the air. A good way to make sure you are planning on playing the correct song. It is important to note that when **cuing** a song the **pot** on the board does not need to be up. It is also important to screen calls. Put the phone line in cue and see what they want, most of the time its to request a song or comment. Do not put them on air unless they have something to contribute to the conversation. If you are doing a talk show that is fine, if you are strictly a music show then calls must be limited and screened.

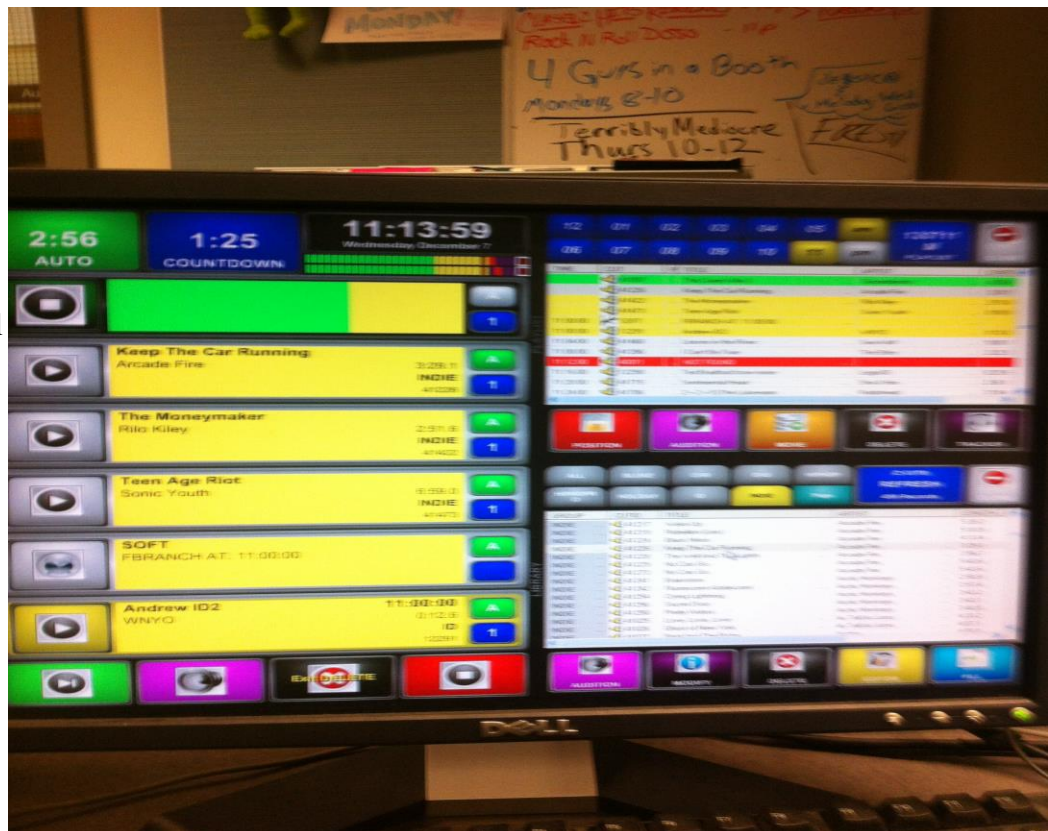
9) **Transmitter:** A transmitter is an electronic device, which with the aid of an antenna propagates an electromagnetic signal, in our case for radio. Our transmitter is 100 watts and is on top of Culkin Hall.

10) **Discrepancy Log:** This is where you write down any problems you are having with the equipment during your show so the E-board can take care of them, as well as any other problems including the studio being left messy, or if garbage was left laying around.

11) **The FCC (The Federal Communications Commission):** Regulates any programming that airs on the station. They can fine you or the station if you violate any of their policies. The most important policies are outlined in this handbook.

12) **Rotation Music:** There are rotation songs for every genre. These songs are top priority for our station. The reason we ask DJs to play these songs is because we must report our most played songs to College Music Journal. We get new music from promotional companies and record labels based on our CMJ charts. It is important to make sure you play rotation songs when specified on the programming log.

13) **ENCO:**  
This is the program the station currently uses during shows and during automation. All items are categorized for DJs to quickly find what they need to play next. It is possible to search for a



particular artist, song, or genre in the database.

## **RULES AND REGULATIONS**

Working as a DJ at WNYO, you will need to follow a number of rules. There are rules put in place by the Federal Communications Commission (referred to as the FCC) and rules put in place by the station. Both should be followed at all times when on the air. **These rules are not meant to control DJs or take away their freedom.** Many of them are required by law and the others are put in place to ensure that our listeners are not offended by our programming. If you are uncertain about any of these rules then ask any E-board member.

### 1. FCC, Legal Requirements, and WNYO Policies

As DJs, you are required to understand and follow the rules and regulations that are applied by the FCC, the University, and the Station. If you break one of these rules, not only will you be in trouble with WNYO, but also you may leave yourself (not to mention the station) wide open to expensive legal troubles. If the station is sued because of your behavior, we will pursue legal action against you. This is not to be taken lightly and you should be aware of your conduct at all times.

Whether or not you like these rules, you must obey them. **This is a volunteer position and if you do not feel that you can abide by the rules then perhaps you should reconsider being a member of the station.** These rules are designed to maintain a professional atmosphere and contribute to our professional programming. We cannot afford to pay FCC fines – we would probably lose our license and the station would dissolve.

Penalties for not following the rules that are outlined in this handbook are as follows: **ONE Warning and Dismissal NO QUESTIONS ASKED.** Typically, the General Manager will contact you to have a meeting if you violate a rule. Certain situations will not result in a warning and will result in immediate dismissal (these are outlined below). In the event of an FCC Inspection (which rarely happens but can happen at any time), call the General Manager and the Program Director. Then be courteous and honest, and answer as many questions as you can.

### 2. Safety and Emergencies

#### a. Fire/Evacuation

- i. If there is a fire, evacuate, pull the alarm, and call University Police at x5555. If needed fire extinguishers are located by the door in the studio, and another is in the Media Center office, just inside the door.
- ii. Do not worry about the station in the event of a fire alarm, you are more important.

#### b. Threats

- i. Threats to the station should be taken seriously. It is unlikely that they will occur but if one does occur, it should be reported to station management immediately, regardless of the hour. Bomb threats are to be reported to Public Safety (x5555) first, then station management.

- ii. If you have a show and someone constantly calls in and harasses you, **drop the phone call and do not take calls for the rest of the show then** please let the **Programming Manager** know so they can help you.

### 3. Programming: Rules Governing Show Content

#### a. Obscenity/Indecency Policy

- i. The FCC says “indecent” material is anything that is “patently offensive and offers no political, cultural, artistic or social value.” The big seven words, never to be played in a song or uttered, are: “Shit, Piss, Cunt, Fuck, Tit, Cocksucker, and Motherfucker.” Also included are racial, gender, religious, sexual, or any other slang term or slur that has the potentiality of offending listeners. If a listener calls and says they were offended by what was said on your show or by a song then it is indecent. In other words, do not take the chance. Think before you speak on air. **If a complaint is received during your show regarding a song it should be taken off the air immediately.**
- ii. In case you are wondering, the FCC can fine you up to \$10,000 or toss you in jail for two years, or both depending on the violation.
- iii. We all make mistakes and do not have a panic attack if you do make a mistake. If you play a song that violates policy you can either quickly apologize or just move on with your show. Do not dwell on the offense.
- iv. If you are not sure if something is considered indecent, bring it to the attention of one of the E-Board members. However, if you think something might be indecent or has the possibility of offending somebody in the least bit, please just stay on the safe side and do not say whatever it is or play the song with the questionable lyrics.

#### b. Legal ID’s, Liners, Underwriters, PSAs, and Promos

- i. All of these items **must** be played as scheduled on the program log.
- ii. Underwriters are scheduled according to the funding given to WNYO and should not be skipped. You should not add commentary to underwriters. Underwriters and legal ID’s should be played at the **top, quarter and bottom** of each hour.

#### c. Copyright Infringement

- i. If you read any portion of a poem, play, novel or the like on the air, you are considered to be putting on a performance. Be sure to give proper recognition to the source of the material.

#### d. Repetition

- i. Do not play a song by the same artist twice during your show. You also shouldn’t play the same set of songs week after week.

#### e. Requests

- i. It is highly encouraged for you to play requests. Be sure to keep it in the format.

- ii. Never, however, guarantee a request. If the song fits the format, tell the caller you will do your best to get it out. If it does not, inform the caller of that as well.
- iii. While we do try to have a strong music library, it would be impossible for us to have every song. Try and guide the requester by asking them if they would like to hear particular artists that are in **Enco**.

#### 4. On Air:

##### i. Legal ID

1. The **FCC requires** that an FM station identify itself within five minutes of the top of the hour with its call letters and city of origin. Station policy says it should be done within three minutes at the half hour mark. If needed you can skip songs to make sure a Legal ID is played
2. Our Legal ID is “88.9 FM WNYO, Oswego, New York.” You should begin every air break by saying this.
3. **Do not**, even as a joke, identify the station with fake or someone else’s call letters. This is “false communication,” a **big** FCC violation.

##### ii. Call to Action

1. Whenever an air personality asks, urges, or suggests that the listeners do something that may result in a commercial organization making money, it is called a “Call to Action.”
2. This rule does not apply to non-profit organizations, like WNYO or something like the American Red Cross. Fraternities and Sororities are **not** considered non-profit.
3. Calls to Action include:
  - a. Urging the listener to buy something.
  - b. Telling the listener to go somewhere, like to a performance or local business.
    - i. You can mention that a concert is occurring, but you cannot tell the listener to go.
  - c. Mentioning the price of something (concert tickets, CD, etc.) unless it is for a non-profit company like WNYO.
  - d. Urging the listener to patronize a specific club or store.
  - e. Do not plug your own products or friends products on the air.
4. Feel free to rave about how much you like a band; that is only a review. However, you cannot rave about a business establishment: “Kraftees is the best store for books” counts as a commercial.
5. Here are some examples of Calls to Action:
  - a. “Here’s the new single from The Arcade Fire. Check it out.” This is OK – you are just announcing.
  - b. “The new 50 Cent demo is available online.” Not a call to action (pure information, nothing qualitative).

- c. “The new Ben Folds CD is available at Billy-Bo-Bob’s 8-Track Rack, the best music store in Fulton!” This is a Call to Action (uses a qualitative word for the business/establishment).
- d. “The new Radiohead album is available at Pete’s Bargain Hole for 10 bucks!” Call to Action (mentions price).
- e. “Check out the Spitalfield concert at the WNYO/Anti-Racist Action benefit. Cover’s only 5 bucks!” **Okay**, because it is two non-profit groups.

iii. Music

- 1. For people who plan to have shows that play music, DJs are **required** to play at least 3 rotation songs an hour. More may be played if they wish. Record the rotation songs in the appropriate section of the studio binder.
- 2. **In the WNYO Studio we have a large selection of CD's, you may play them at any time. Please put them back after using them. If failure to do so, we consider that stealing and full action will be taken against you.**

5. Defamation of Character/Slander:

- a. Slander is communication which: exposes a person to hatred, ridicule, or contempt, lowers him/her in the esteem of their fellows, causes an individual to be shunned, or injures him or her in their business.
- b. **This applies to talking about the station and individual shows as well.**
- c. Under no circumstances should you use the radio as means to gossip about anyone even if they are your friends. Using the “it was a joke” excuse will not work.
- d. PENALTY: The usual routine of Warning, and Dismissal does not apply in this situation. Any action taken will be based on the severity of the DJ’s statements.

6. Invasion of Privacy:

- a. WNYO is capable of putting phone callers on the air. Doing so is a violation of privacy if the caller is not asked first. All calls should ALWAYS be screened prior to putting them on air.
- b. Giving out unlisted phone numbers, full names, or other personal, private information about a person without their consent is also an invasion of privacy.
- c. WNYO station policy is: DO NOT give out phone numbers of any station members. If they have a question for an E-board member, they can call the WNYO office.
- d. PENALTY: Subject to review by WNYO Executive Board.

7. False Information:

- a. It is illegal to transmit false or deceptive communications by radio.
  - i. Example: “Hi, you’re listening to WNYO and today in the news, The President of Oswego State was revealed to actually be a Russian spy.”
- b. PENALTY: Immediate Dismissal.



8. Editorializing:

- a. This means you are going out of your way to tell your opinion about something other than the music, like giving your beliefs on abortion.
  - i. All well and good, but you must remember:
    1. FCC rules prohibit noncommercial stations from endorsing political candidates.
    2. You must make it VERY clear that the opinions are yours, not the stations, or those of SA or SUNY Oswego. If your views are considered indecent, you are still violating policy.
    3. What you are talking about MUST fit your show format.

9. Decrying Station Programming and Policy:

- a. **During your air breaks, never speak negatively about the station**. If you have a problem with WNYO, bring it up with someone on the Executive Board, instead of making the station look bad on air. We do our best to make the station the best so please do the same.
- b. Also, never put down anything you do or play (be it a song, promo, stinger, liner, underwriter, PSA, another DJ, whatever). Do not cut off a song just because you do not like it. If you do not like it, do not say anything. Just as listeners are being exposed to new music you should be as well.
- c. Do not speak negatively about the town of Oswego. They have agreed to allow us to broadcast and can easily bring the station down. This includes making fun of the residents, businesses and other aspects of the city.
- d. **PENALTY:** Subject to severity of offense.

10. Liability

- a. **During your shift, you are responsible for all the equipment and items in the studio and any damage resulting from theft, vandalism, food, etc.** If there is someone in the studio that does not belong there (or you do not want there), you reserve the authority to kick them out. If they do not leave, call Public Safety (x5555) and have them escorted out.
- b. If you arrive and there is equipment that is not working properly, the studio is messy or someone has left trash, please record it in the Discrepancy Log. Fill it out completely with the date and time of your show and what the problem was. By doing this you will not be at fault for the person ahead of you who has disrespected the studio.
- c. The only individuals that you do not have the authority to remove are E-board members that are there to complete work for the station.

**11. Arriving For Your Show:**

- a. **Show up at least 5 minutes early to every shift.**

- b. If you are going to be late, call the DJ before you as soon as possible to see if they can cover for you.***
  - c. NO FOOD OR DRINK ALLOWD IN THE STUDIO AT ANY TIME***
  - d. Please be quiet or stand in the hallway when you arrive so you do not interfere with the current DJ's show, unless they are not talking on-air.
  - e. If you will not be able to make it to your show you must let the **Program Director** know in advance so they can program automation or find a replacement.
  - f. If the door to WNYO is locked, ask one of the secretaries in the Point to unlock it for you. They will have a schedule of show times and hosts and may ask for ID.
- 12. Leaving:
  - a. **If nobody shows up to replace you, let the current log continue to play in Enco, so we stay on the air.**
- 13. ***Missing your show: If you have to miss a show, email the Programing Director within 24 hours of your show. You are allowed 2 unexcused absences, after the third we WILL revoke your show. Not signing into the DJ sign-in sheet (located in the studio binder) counts as a miss, even if you were there. No exceptions.***
- 14. Removing Equipment:
  - a. Never, under any circumstance, take anything from the station.
    - i. Penalty: Immediate Dismissal and Criminal Charges will be filed.
- 15. Guests:
  - a. DJs may have no more than three (3) guests in the studio with them. Guests who are not trained WNYO members should not be touching ANY equipment. They should simply be speaking on the microphone.***
  - b. You are responsible for your guest. So, if your guests messes anything up (theft, vandalism, whatever) or violates any policy you will be responsible.***
  - c. The E-board has the right to kick any guests out of the studio and deny DJs the right to have guests on their shows if they violate any rules.
- 15. Phone Use:
  - a. When at all possible, screen your calls first by turning up mic 1 (but not on, just turn the level up), select cue for the phone channel, then answer the call by hitting the flashing button on the telephone interface (you should wear headphones so that you can hear what the caller is saying). You will be able to talk to the caller then before putting them on-air. Always answer the phone with "Hello, WNYO." Be polite and helpful, but do not feel like you have to cut the break short to answer the phone. The air signal is your number one concern, not the phone.
  - b. If the caller is belligerent, do not get into an argument, and DO NOT go on the air and talk about him or her. Simply refer them to the office.
  - c. If they have a complaint you cannot address, please ask that they email **the program director his or her email is on the website, WNYO.org**

- d. Do NOT give out phone numbers of station members. If someone truly needs to contact them, they can be reached at the office phone number.

16. NO EATING, DRINKING or SMOKING is allowed in the studio:

- a. Spilling drinks or food on equipment can result in severe damage to the equipment. If you need to have a drink or food, put it in the hallway outside the studio and eat/drink it when you have a chance. Please do not leave trash in the hallway. If you are caught eating or drinking in the studio, you will be fired. The same goes for smoking.
- b. Chewing gum on the air is not professional and should be avoided.
- c. If you are caught intoxicated in the studio, no matter your age, you will be arrested for public intoxication.

## DURING YOUR SHOW

This section is just some hints and pointers for you folks. These things are here to help you sound more professional. Step by Step instructions on how to conduct your show. Here is where all the questions you are asking will be solved.

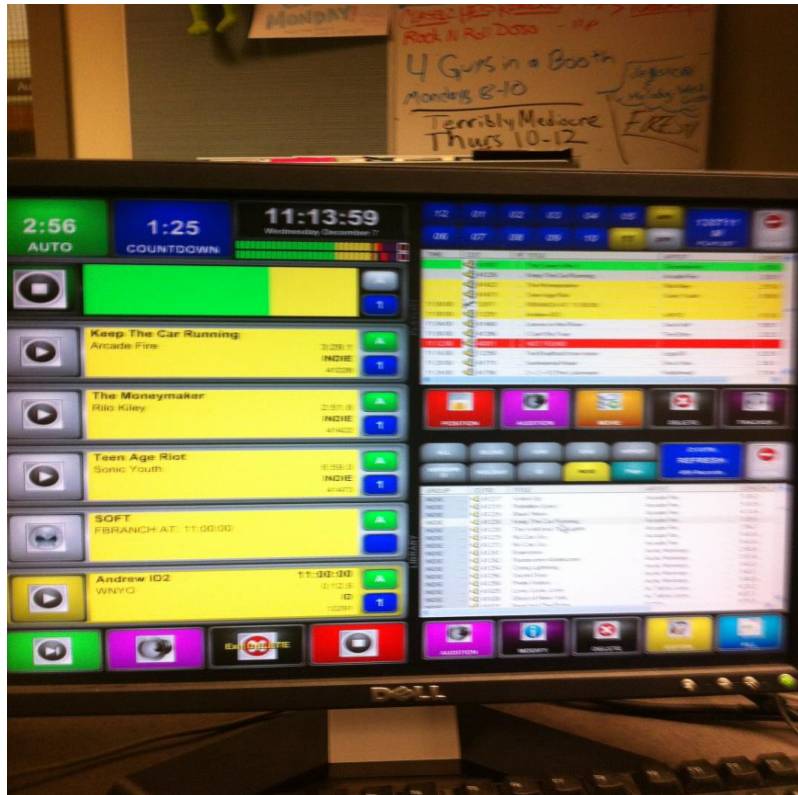
### A. On Air

1. Mention the Call Letters during air breaks: Use the call letters (88.9 WNYO) and the slogan. First thing you do when you sit down behind the board is set up a break consisting of one Legal ID one underwriter one PSA and one Promo. All of these can be found in the folders on the bottom right of ENCO. In the library.



Tell people who you and and what show they are listening too. Within (5) minutes of the start of your show, and at every break, let people know who you are. Also, talk about the type of music you have coming up in the next block.

2. **Song Selection:** Set up 3 to 4 songs for your show. YOU MUST CHOOSE 1 ROTATION SONG PER BLOCK! (3 total for show). All songs may be found in the song folders at the bottom right of Enco. Be consistent with the type of music show you have.




3. **Break:** After 3-4 songs played TAKE A BREAK! (“hey we will be right back after these messages, your listening to 88.9 FM WNYO Insert Slogan of your choice here”) consisting of one Legal ID one underwriter one PSA and one Promo. All of these can be found in the folders on the bottom right of ENCO. In the library.
4. **Return from break:** Welcome listeners back, say name of show, time and weather if you choose, and talk up song. Play song block.

**Repeat these four steps for a music show**

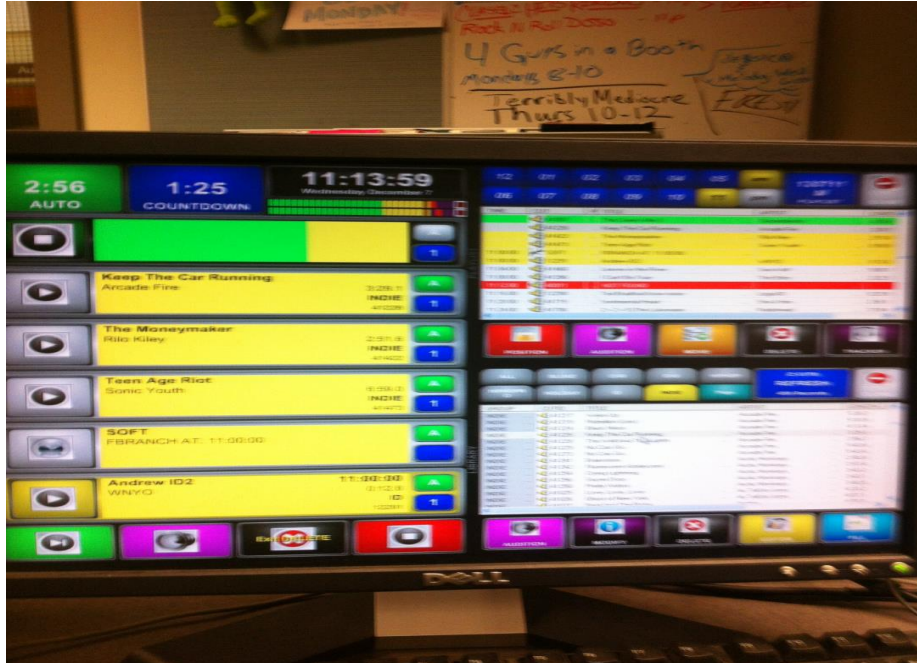
## Talk show instructions-

1. **Number 1:** First thing you do when you sit down behind the board is set up a break consisting of one Legal ID one underwriter one PSA and one Promo. All of these can be found in the folders on the bottom right of ENCO. In the library.



GROUP	CUTID	TITLE	ARTIST	LENG
INDIE	43031	Hinnom, TX	Bon Iver	2:48.8
INDIE	43032	Wash.	Bon Iver	5:02.3
INDIE	43033	Calgary	Bon Iver	4:14.0
INDIE	43034	Lisbon, OH	Bon Iver	1:37.1
INDIE	43035	Beth / Rest	Bon Iver	5:20.6
INDIE	43888	Island (Float Away)	...	3:24.4
INDIE	43883	Dream On	Aerosmith	4:23.1
INDIE	41011	Thrash Unreal	Against Mel	4:13.9
INDIE	41001	Once Upon A Time	Air	4:59.0
INDIE	41012	Napalm Love	Air	3:27.4
INDIE	41165	One Hell Of A Party	Air	4:02.5
INDIE	41167	Night Sight	Air	4:21.0
INDIE	41172	Sexy Boy	Air	4:58.8
INDIE	41174	Kelly Watch the Stars	Air	3:46.5
INDIE	41175	Remember	Air	2:34.3

2. **Breaks:** Take breaks every 10-15 minutes of talking, consisting of one Legal ID one underwriter one PSA and one Promo. All of these can be found in the folders on the bottom right of ENCO. In the library.



3. **Plan Ahead**: Even a rough idea of what you're going to talk about is better than no clue at all. Plan out your breaks. Write it down if you have to. It makes things go smoother. If you have nothing to say, don't say anything.

**Repeat these steps for duration of show.**

**During your Show**

1. **(Talk Up and Talk Down)**: Since we play a lot of new and upcoming Artists here at WNYO, this is very important. Tell your listeners who they've been listening too. Try to find out a little about them, or at least the name of the album, and tell the listeners. **There is no excuses for not doing this since every song has a title of song with artist.**
2. **Personality**: WNYO understands creativity, and we like it. Try to keep breaks interesting and relevant. If you want to be one of these folks who just goes on the air to insult their audience and/or everything else, go to a different station. There are certain items that should NOT EVER be discussed on the air:
  - What you ate for dinner, how good the sex you had last night was, what you did at the Raven last Friday, etc.
3. **Mentioning other stations**: Never say another stations call letters or frequency over the air. This includes talking about events sponsored by other radio stations. Do not even imply that there are other stations out there.

4. **Talking too long**: Keep air breaks SHORT. The K.I.S.S. principle remains in effect: Keep It Short and Simple. Anything longer than two (2) minutes is usually too long. It becomes boring to the listener, and then you start to lose them.
5. **Radio Jargon**: As you go along, you'll learn the lingo of radio. However, the listeners have not. Avoid terms that the general population would not know (it is not a PSA, it is a Public Service Announcement). Things like cue, pot, log, and cart may not be readily understandable to most folks, so try to avoid using them over the air.
6. **Background Noise**: Rustling papers, chairs squeaking, sniffing noses...the mic can pick up all this stuff. Try to minimize these things, as they may distract the listener.
  - Also, remember to inform everyone in the studio of when the mic is going on. It is really annoying when you turn on the mic and someone who didn't know yells out something really bad. Do not carry on conversations with people off mic, either. If you have something to say to them, or them to you, get on a mic.
  - We highly encourage you to use background music behind any breaks you Instrumentals are usually the best, so there are no words behind your words. It makes the breaks sound better and your show will flow better.

## B. Off Air

1. Plan Ahead: Even a rough idea of what you're going to talk about is better than no clue at all. Plan out your breaks. Write it down if you have to. It makes things go smoother, and you don't grope for an idea on the air. If you have nothing to say, don't say anything.
  2. Clean up: Don't leave a mess for the next DJ. Put CDs away in their proper places; throw out any papers or trash. Make sure the DJ before you cleans up before they leave, or you will be responsible for it.
3. Missing your show: If you have to miss a show, email the Programing Director within 24 hours of your show. You are allowed 2 unexcused absences, after the third we WILL revoke your show. Not signing into the DJ sign-in sheet (located in the studio binder) counts as a miss, even if you were there. No exceptions.

# **GENERAL INVOLVEMENT**

## I. Additional Volunteer Hours

We need as many volunteers as we can get here at WNYO. Join up for one of the department staffs. Join the street team and be apart of WNYO even though your not on air, hand out fliers, promotion items and help with the Indie Series!!!. The music department always needs help previewing CDs and such. The promotions department could always use a hand making signs, posting flyers, whatever. Every department could always use a bit more help. Do not hesitate to contact any E-board member about helping in their department. It is a great way to boost your resume and looks good when it is time to elect a new E-board.

## II. Meetings

- A. General Meetings: If there are consistent problems occurring on DJ's shows then a general meeting will be held and will be MANDATORY for all DJs to attend. You are required to be knowledgeable about any information talked about at these meetings. If you do not attend a scheduled general meeting, it may lead to your termination. Typically, there are only meetings at the beginning and the end of the year.
- B. E-board meetings are held every week at a yet to be determined meeting time in our office. General members are welcome to attend E-board meetings if they have any questions or concerns.

## III. Sources of Station Information

- A. Bulletin Boards: There is a bulletin/white board in the office and studio. Take a look at it every now and then, as it has all sorts of stuff for you to look at, such as upcoming events and other information.
- B. The Executive Board: These are the students who have been placed in charge of the station. Each one handles a different department. If you have any questions, ask one of these folks. If they do not know the answer, then they can find out. Besides catching them around campus or after meetings, they also have scheduled office hours where they will be around the main office. You can also leave a message with the receptionist, or in their mailbox.
- C. E-mails: The music directors may send out weekly or bi-weekly e-mails to inform DJs of new music that will be added to the station in the upcoming weeks. They will also contain information about upcoming events.



## END NOTES

WNYO is a great place to gain experience while having fun. We feel privileged to provide students with this opportunity but in return, we just ask that you keep in mind that the rules and regulations are set in place are for good reason. We hope that you enjoy being part of WNYO and the E-Board looks forward to working with you this semester. If you have any questions or concerns at any time do not hesitate to contact General Manager Justin Laird at [wnyo@wnyo.org](mailto:wnyo@wnyo.org). If you wish to contact any of the other Executive Board members for any reason, all current contact information can be found at our website; [WNYO.org](http://WNYO.org).

## CHEAT SHEET

Do **NOT**:

- Curse on air
- Ever hang up on a caller
- Talk negatively about WNYO, the E-Board, or other DJs
- Create rumors or spread libel
- Have more than 4 people TOTAL in the studio
- Leave the studio a mess
- Eat or drink in the studio
- Miss your show without letting the Program Director know in advance
- Give Calls to Action
- Vandalize WNYO property, this includes graffiti on logs, crumpling documents, tearing up documents, scratching equipment, placing stickers on WNYO property, and so forth. **Anyone caught doing this will be reported to University Police for destruction of property and charges will be pressed.**

Always:

- Sign in
- Play at least 3 rotation songs
- State the legal ID during EVERY break
- Leave the studio in just as good, if not better, state than that you found it in
- Be respectful of everyone.
- Arrive 5 minutes before your show airs.

Failure to follow WNYO Policies may result in the termination of your involvement with WNYO. This action may or may not come with a warning, depending on the severity of the situation.

