

SHOW CHECKLIST:⁽¹²⁾

Engineer must **check off** each item ONLY after it has been completed; write **N/A** if something is not applicable to your show. No line should be left blank. Violations of the **honor code** will be dealt with as an academic integrity violation and as a violation of the 107.9--FM **high road policy**.

CAMPUS BLOCK:

1st 2nd 3rd

PRE-SHOW: (Class Running Time: 00:00 to 10:00)

- ___ ___ ___ 1. **SIGN—IN** (sign on/off sheet; signature must be very neat; sign on time must be accurate to when you arrived).
- ___ ___ ___ 2. **MEETING:** Review and discuss prep; practice, plan, assign show tasks, etc.
- ___ ___ ___ 3. **TRANSMITTER READINGS:** (South Only) Make sure something is playing on the air; return key immediately after.
- ___ ___ ___ 4. **INSPECT** (studios, classrooms, equipment, documents, etc.); **FIX** (messes, problems, etc.); **REPORT** (to teacher/on discrepancy log)
- ___ ___ ___ 5. **If not already done, TURN ON EQUIPMENT**
- ___ ___ ___ 6. **TURN ON SPEAKERS** (107.9 FM should always be playing in classrooms and studios where no production or class is taking place.)
- ___ ___ ___ 7. **NEWS WITH SOUND STORIES:** **Select; Preview** (sound); **Pre-Read** (aloud); **Label:** (date, newscast time, your code).
- ___ ___ ___ 8. **LOG—ON** all computers with your show members' log in. (If logging previous people off, **NO SAVING** unless teacher says so.)
- ___ ___ ___ 9. **SET UP LOG (and USB Drive)**
- ___ ___ ___ 10. **Open all needed programs and files. SET UP 3 Steps Ahead. Select and try production that will be used on show.**
- ___ ___ ___ 11. **SOUND CHECKS:** Do microphone checks and find proper level for EACH MEMBER OF YOUR SHOW.

SHOW: (Class Running Time: 10:00 to 50:00)

- ___ ___ ___ 1. **(STATION SIGN ON:** only done by 1st 107.9—FM show of the day: National Anthem, then sign on message.)
- ___ ___ ___ 2. **START RECORDING** by opening Audacity from the server. (Do **NOT** record from an already opened version of Audacity.)
- ___ ___ ___ 3. **START SHOW:** YOU MUST FILL OUT THE LOG AS YOU GO.

Running time: (total time = exactly 40 Minutes)

<u>Class:</u>	<u>Show:</u>	
___ ___ ___ 10:00	:00	Legal I-D (at beginning of show and also at top of the hour)
___ ___ ___ 10:00	:00	Campus FLASH (Informal exactly one minute flash about your campus)
___ ___ ___ 10:00—25:00	:00--:15	School Block (at least one school talk or bit, plus school datebook "drop-ins")
___ ___ ___ 25:00	:15	Teacher Assigned Bit, Segment, task, etc. (Viewpoints unless teacher assigns something else.)
___ ___ ___ 25:00—40:00	:15--:30	Community Block (at least one community talk or bit, plus community datebook "drop-ins")
___ ___ ___ 40:00	:30	Extended Flash followed by a Stop Set: Promo, PSA, Bumper (Choose type of promo, PSA & bumper.)
___ ___ ___ 45:00	:35	Show Wrap Up
___ ___ ___ 50:00	:40	End Show/Legal I-D

- ___ ___ ___ 4. **END SHOW and STOP RECORDING** (Make sure the ending to the recording is totally "clean.")
- ___ ___ ___ 5. **(STATION SIGN OFF:** only done by LAST 107.9--FM show of the day: Sign off message, then National Anthem.)
- ___ ___ ___ 6. **PLAY BRIDGE SHOW** (or whatever teacher designates); Click **PLAY LIST** and **LOOP**

POST-SHOW: (Class Running Time: 50:00 to 1:00:00)

- ___ ___ ___ 1. **EXPORT YOUR RECORDING AS AN MP3** (When exporting is done, close Audacity, but **NEVER SAVE**). Follow labeling rules.
- ___ ___ ___ 2. **FINALIZE LOG:** Engineer is responsible for making sure it is legal, complete and saved in 3 places (server, USB drive, own folder)
(NOTE: when using a USB drive, do NOT remove the USB drive until you have properly ejected it from the computer)
- ___ ___ ___ 3. **COMPLETELY ORGANIZE AND CLEAN UP THE STUDIO:** Show **PROFESSIONAL COURTESY:** Set up the next show.
- ___ ___ ___ 4. **COMPLETELY ORGANIZE AND CLEAN UP ALL OTHER STUDIOS AND CLASSROOM,** etc.
- ___ ___ ___ 5. **PODCAST YOUR OWN SHOW** (& all previous non-podcasted shows): Follow all labeling rules; if list is available, copy & paste show & staff names.
- ___ ___ ___ 6. **CHECK ON WEBCAST (or properly set up the webcast and all other online tasks).**
- ___ ___ ___ 7. **ADD YOUR SHOW TO REWIND** (Also add: missing "other campus" shows from the most recent day available, and add Rewind Bumpers.)
(NOTE: when using USB drive, do NOT remove the USB drive until you have properly ejected it from the computer)
- ___ ___ ___ 8. **IF NO SHOW FOLLOWS YOUR SHOW: SMOOTHLY SEGUE TO REWIND ;** Click **PLAY LIST** and **LOOP**
(NOTE: SOUTH CAMPUS should play REWIND from NORTH REMOTE FEED whenever it is available, but always check with teacher.)
- ___ ___ ___ 9. **CORRECTLY EJECT ALL USB DRIVES and put in the correct USB storage place(s).**
- ___ ___ ___ 10. **LOG OFF ALL COMPUTERS** (except the one in use for bridge show or rewind and/or the one used for webcasting)
- ___ ___ ___ 11. **SIGN—OUT:** (sign on/off sheet; signature must be very neat; sign off time must be accurate). **Do NOT** leave without signing off.
- ___ ___ ___ 12. **SECURE all that needs to be secured.** If required, hand teacher items to be locked up.
- ___ ___ ___ 13. **LAST SHOW PER CAMPUS:** Staple sign in sheet(s) and paper logs into packet. **South:** File in public file; **North:** hand to teacher.
- ___ ___ ___ 14. **LAST SHOW PER CAMPUS:** Kill all expired show and news materials; make sure all other materials are organized correctly.
- ___ ___ ___ 15. **LAST SHOW PER CAMPUS:** Turn off all non-computer equipment not in use including fans, **all speakers** (including in North office), etc.
- ___ ___ ___ 16. **ALL SHOW STAFF:** LEAVE ONLY after engineer says, "That's a Wrap" (indicating all is complete and correct). **NO PASSES.**
(NOTE: THE ENGINEER IS RESPONSIBLE for everything on this sheet, **BUT EVERYONE will be held accountable.**)

ENGINEER VALIDATION: Engineer must initial below indicating all above is accurate and honest (and discrepancies are listed on the discrepancy log and the sign in sheet.)

Block 1 Engineer Initials: _____ Block 2 Engineer Initials: _____ Block 3 Engineer Initials: _____