

# 107.9—FM SIGN OFF CHECKLIST (both campuses) (09)

**Mandatory Process for:** Last Advanced Show on each campus, last club show on each campus, last show of day, etc.

With AT LEAST 15 Minutes left in the period do the following:

- A. ENGINEER assigns following tasks** to partners, and **does not dismiss staff until all is completed correctly.**
- \_\_\_ 1. **STOP RECORDING** your show in Audacity with enough time to export BEFORE the newscast.
    - Export the show as an MP3.** Follow the **Audacity exporting directions EXACTLY** (including labeling). Complete the export before the newscast, and then **CLOSE AUDACITY** (Do not save).
    - Open a new copy of Audacity, record the newscast (Great 108 Roundup).** When done, export it as an MP3.
  - \_\_\_ 2. **PODCASTING:** (Podcast all shows that have not yet been podcasted) You must follow the **podcasting directions sheet EXACTLY.** **Nobody leaves until the entire process is complete.** Do NOT just start the process and leave. **Podcasts must be complete and verified as successful podcasts** (including your own show and the final Advanced Newscast/Roundup on campus)
  - \_\_\_ 3. **Set Up 107.9—FM REWIND** (on news computer): Remove previous day's programs and add today's shows.
    - \_\_\_ If required, then back this up on the provided storage device or laptop (Only if we are currently doing this).
  - \_\_\_ 4. **CLEAN UP ALL OTHER radio and TV STUDIOS and the main CLASSROOM:**
    - \_\_\_ **Throw away** all newspapers, news/flash stories, rotations, **killed sound stories**, killed datebooks/PSA's, etc.
    - \_\_\_ Turn off **ALL** equipment. **Neaten & organize all wires and equipment;** make sure everything is in the right place.
    - \_\_\_ Make sure all **chairs** are in proper place and pushed in, tables are neat, etc.
    - \_\_\_ **ALL Computers:** Close all programs; **Log Off** all computers; **Turn Off all Monitors**
  - \_\_\_ 5. **CREATE THE LOG PACKET and REVIEW ALL LOGS:**
    - \_\_\_ Take a **program log cover sheet** and **fill it out completely.** (Engineer must sign to confirm following all sign off tasks.)
    - \_\_\_ Organize all logs from the day in **CHRONOLOGICAL** order. **Review the logs** for errors, omissions, illegal procedures, etc.
    - \_\_\_ **On the cover sheet, make a note of any log problems**, illegal corrections, etc. **Correct what you can.** If someone else needs to make a correction, put a note on the studio door window letting the person know. Make sure you are specific about who needs to make the correction, the date of the log and what correction needs to be made.
    - \_\_\_ **Organize the cover sheet, all other log packet sheets & the logs** (even the faulty logs) **in chronological order.**
  - \_\_\_ 6. **TRANSMITTER READINGS (South only):**
  - \_\_\_ 7. **CLEAN UP and ORGANIZE the MAIN STUDIO:**
    - \_\_\_ Make sure **all counters and the board area are clean, organized** and cleared off.
    - \_\_\_ Make sure **CD PSAs, Bridge MDs and Music Library CDs (& Cards)** are neat & organized. **(Kill all expired.)**
    - \_\_\_ Reorganize the **Datebooks, Live Promo Tags, Live Read PSA's**, etc. **(Kill all that are expired.)**
    - \_\_\_ Organize the **chairs, wires, equipment, all materials, cabinets**, etc.
    - \_\_\_ Use the **lost and found box** for anything that does not belong in the studio.
    - \_\_\_ **SHOW PROFESSIONAL COURTESY:** It is professional to **"set up" the next show**, even for the next day. Set up a log, remote log (South only), a pen, the sign on sheet and ANYTHING ELSE that will make it easier for the next show.
    - \_\_\_ **Organize & Check our supply of LOGS & all other forms.** **If less than 10 sheets** of anything, put a note in the "IN" Basket.

**WHEN YOUR SHOW IS COMPLETELY OVER:**

- A. END Show, and Segue into 107.9—FM REWIND (On the News Computer):** (play in chronological order)
- \_\_\_ 1. Make sure **PLAYLIST** and **LOOP** are selected (highlighted) on the computer program.
  - \_\_\_ 2. (If 107.9—FM Rewind is not available, then play a bridge show from the computer, again making sure **"playlist"** and **loop** are selected...if the computer is not available and you are the last live show of the day, then shut off everything including the transmitter)
  - \_\_\_ 3. If you are the **LAST LIVE SHOW OF THE DAY:** (before you segue into 107.9—FM Rewind):
    - \_\_\_ Say goodbye, preview the upcoming 107.9—FM Rewind, and **I-D** the station.
    - \_\_\_ Read the **sign off message** \_\_\_ Play the **National Anthem** and **THEN segue into 107.9—FM Rewind** (step A above)
- B. FINALIZE the Log Packet (add your own log), Staple it and FILE THE LOG PACKET:**  
----**North:** File in public file container next to trays; **South:** file in log drawer of black public file cabinet (kill all log packets older than 2 years)
- C. SHUT DOWN ALL STUDIO EQUIPMENT NOT IN USE:**
- \_\_\_ 1. Turn off **CD/MD players, Tape Decks, Shure Mixer (South), all equipment not in use**, etc.
  - \_\_\_ 2. Close **ALL** programs on **ALL** studio computers (except the one in use for 107.9—FM rewind or bridge show.)
  - \_\_\_ 3. Log off all studio computers **EXCEPT** the one in use **AND Turn Off** all computer **monitors.**
  - \_\_\_ 4. Turn off toggles switches, fade down pots, turn off the **Speaker**, studio fan (South), etc.
  - \_\_\_ 5. Make sure all speakers, boom boxes, etc. are **OFF** in all studios, the classroom, etc. (**North:** Shut off the speaker system in **"the office."**)
  - \_\_\_ 6. **Secure the studios and classroom:** check cabinets (lock, if possible), close all doors (check to see if locked) and shut lights, etc.
  - \_\_\_ 7. When applicable, **give Mr. Allison all equipment that needs to be locked up** (laptops, storage devices, MP3 Players, etc.)

**NEAT SIGNATURE Section** (below): Signing below indicates you fulfilled all requirements on the checklist. Remember the **high road!!!**

Engineer: \_\_\_\_\_ Manager (if available): \_\_\_\_\_ date: \_\_\_\_\_

107.9—FM, WWPH-Princeton Junction Sign **OFF** message (Read before National Anthem)(09)

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This **concludes** our live broadcast day. Thanks for listening to radio station **W—W—P—H, Princeton Junction**, owned by the **West Windsor-Plainsboro Board of Education**, and operated by **students at High Schools South and North**.

We operate at **100 and seven point nine megahertz** with a **power output of 10 watts**.

Our **transmitting facilities** are located at **West Windsor-Plainsboro High School South**, 346 Clarksville Road in Princeton Junction, New Jersey, 08550.

**Our South studio phone line is:** 609-897-7360

**Our North studio phone line is:** 609-716-5145

**Visit our web site at:**

W--W--W--DOT--W--W--P--H--1--0--7--9--F--M--DOT--COM

Portions of our programming are **mechanically reproduced**.

Please **join us again** on our **next live broadcast day**.

*(NOTE: If we will play "107.9—FM Rewind," then ad-lib a one line promo for it here before introducing the National Anthem.)*

**And now our National Anthem** on: 1--0--7--point--9--FM, W--W--P--H, Princeton Junction.

