

Essential DJ Information

WVBU Key

- The WVBU key to the station is stored at the Switchboard in the LC (2nd floor).
- You will need to leave your BU ID in order to obtain the key.
- Sign in and out of the log book there.
- Return the key as soon as possible after your show is over.
- **Do not lose it!**

Transmitter Logs

- **Must be in blue or black pen**
- Times must be logged in military time
- Make sure to sign in and to sign out
- Find out power levels first.
- Levels for power watts in front of binder
- **Must be between 225-262 watts**
- follow instructions on sheet for changing power levels if needed
- call Todd if any problems and log in “Comments Section” along with initials, time and date
- If your show runs past midnight, you must sign out on the transmitter log, and then sign in again on a new sheet for the next day, taking new readings of the power levels.

EAS

- Stands for Emergency Alert System
- Located in the equipment rack above Turntable 2
- Tests need to be done once a week between 9 AM and 7 PM
- We monitor **WQKX** and **WFYY** for EAS
- To Do EAS Test
 - Cue CD to #2
 - Press “week”
 - enter 1111
 - play track 2
 - wait 3 seconds and hit “proceed”
 - cue up track 3 and play when done
- Logging EAS Test
 - under “comments” of transmitter log:
 - weekly EAS Test sent @ time, initials, date
 - hit delete and 1111 to erase message
 - **After doing transmitter log, check EAS display for messages. If you see we received a log, log it! After logging it, press “clear buffer” and the password is 1111.**

3 Second

- Hear curse, hit “Delete” button

Legal IDs

- Call letters (WVBU) followed by city (Lewisburg)
- Only put 90.5 or FM between WVBU and Lewisburg
- Ex. (You're listening to 90.5 WVBU Lewisburg; You're listening to WVBU 90.5 Lewisburg)
- Legal ID should be said at **top of the hour** or as close to it as possible
- You can also use Legal ID cd, which is located in the cd rack

Safe Harbor

- 10 PM to 6 AM
- can play **indecent**, but not **obscene** material
- hip-hop is ok
- Cop Killer, 2 Live Crew- Bad As I Wanna Be can **NOT BE PLAYED** or we will be **fined**. They are obscene as declared by the Supreme Court
- Safe Harbor Announcement
 - "The following programming may contain indecent language as allowed by the FCC's Safe Harbor Period. Listener discretion is advised."
 - Should be said at 10 PM and regularly 2-3 times/hour

AB Inputs

- When a CD player gives off a crazy sound, it's cause it's on the wrong input. A/B button located on top of board
- For the most part, everything should always be on A

Using the DL4

- Do not cut off the DL4 in the middle of a song. Wait till the end it sounds bad
- When you want to stop the DL4, hit "stop". This will make the DL4 stop at the end of the song. Look at the display above the computer to see how much time is left in the song.
- Once the song is over, hit "Clear list" at the bottom right of the computer screen and start your show.
- At the end of your show, hit "Clear list" again. Then hit "Load List" next to it. This will load the playlist from the top of the hour. Hit "clear" located middle right screen to get to the time you want the DL4 to pick back up (i.e. If it is 10:10, delete 10 minutes off the DL4). Make sure you look at the drop first to see the times of the songs. When you are done with your show and want the DL4, hit "start"
- The DL4 will turn off automatically if there is no show before you. Make sure to get to your show early. If you can't make it, email the station manager at least 24hrs or more in advance. If there is not show after you, you are responsible for turning the DL4 back on.

To Put A Caller On Air

- answer phone
- get permission to put them on and hit hold
- turn on the microphones

- turn on “UTIL” on all mics that are being used
- turn phone “3489” on and adjust levels
- “AUD” feeds phone 2
- “AUD” on Line 1 hears phone 2, and “UTIL” on Line 2 hears Line 1

Playing Tapes

- pop in tape
- put monitor on “auto”
- switch CD 3 to B
- press “on” on the board and “play” on the tape deck

Playing Cart

- same as tape
- never hit stop....let it finish

To Play From Production Room

- set TT2 on B and raise sound levels
- in production room hit “AUD”, turn levels up, and hit “REM” to play
- just hit “PGM” to hear in room only and not on air

General DJ Tips

- don’t cross fade...start new song on top of old song
- you don’t need to talk. If you have nothing to talk about, don’t.
- Show up for your show on time. This Spring L4 will be programmed with the program schedule. This means that if your show starts at 8 PM, the DL4 will stop at 8 PM. If you are not there, the station goes silent. If for some reason you cannot do your show, you must contact the Program Director (Adam Syty) asyty@bucknell.edu
- Playlist- DJ’s are required to play 7 songs from playlist. 3 heavy, 2 medium, 1 light, and 1 single. Only exceptions to this rule are specialty shows.
- Music Logs- All shows must keep detailed music logs with name of the song and artist.
- Do not swear on air, **EVEN DURING SAFE HARBOR.**
- The only swears that can be said by a DJ or a guest on air are “bitch” and “ass”
- Swears besides “bitch and “ass” can only be played in songs during Safe Harbor
- If a swear slips, hit the 3 second delay, but continue the show like nothing else happened.
- If you play a song with numerous swears that you were unaware of, stop the song immediately and continue the show like nothing happened. Don’t draw attention to it.
- The Station and DJ can each be fined \$20,000 dollars for allowing swears on the air if anyone complains to the FCC.

How to Run Bison Live

- Bison live is now Mondays 7-8pm, unless otherwise noted.
- Show up early to the show to get things in order.
- Check the time on the internet @ www.time.gov
- Show starts exactly at 7:00:00pm
- Load Bison Live CD lines into CD player.
- Open show with Bison Live Open Liner.
- Follow instructions on calling into connect to the broadcast feed.
- When on air, check the radio outside the studio to make sure it's broadcasting.
- DO NOT ALLOW COMMERCIALS to be played on air.
- Play PSA's for each 1minute 30 second commercial break followed by music clip until the show comes back on.
- Close Show With Bison Live Closer
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Contacts

Any questions about anything mentioned on this outline, or anything else for that matter, please do not hesitate to contact:

Chris Stokes – 577-5125 – rstokes@bucknell.edu (DJ Trainer)

Rob Cannata—577-5718— rcannata@bucknell.edu (Station Manager)

Adam Syty – 577 -6573 – asyty@bucknell.edu (Program Director)

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