



Broadcast Presenter's (DJ's) Handbook (Second Edition)

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KFGM is a Project of Missoula Community Radio, a 501(c)(3) organization based in Missoula, Montana.

1. Formation of Missoula Community Radio

Missoula Community Radio was formed when Ann Szalda-Petree, who had long wanted to establish a non-commercial educational radio station in Missoula, contacted David Max, who had already filed for a construction permit with the FCC with the intent of creating a “First Amendment” station. A board of directors was formed in early 2015 and Missoula Community Radio board members began meeting weekly in the Union Hall. A year’s worth of fundraising events later, in March 2016, Missoula Community Radio was recognized as a non-profit organization (501(c)(3) seeking to educate listeners regarding social justice issues and create community capacity.

In order to convey the circumstances of KFGM’s advent, it is best to note the history of KBGA and KBFM, as well as KJFK and certainly others in the future. The expertise provided by Clark Grant at all of these stations is immeasurable and his impact on broadcasting will be heard across Western Montana for generations to come. Is somebody writing a book? In 2021 KFGM was offered to share space in The Missoula Public Library with MCAT and thus ushered in a new era. In early 2022 we were gifted the 101.5 signal from Town Square Media, and in May we signed our lease at The Library!

Mission Statement

Missoula Community Radio creates a medium for all community members to enrich and engage their community directly and freely by producing educational, socially just, culturally aware, and entertaining radio programming.

2. Missoula Community Radio

KFGM-FM 101.5FM is a non-commercial, educational community radio station licensed to Missoula Community Radio. It serves the Missoula and Bitterroot Valleys and transmits at 3.6k watts from the roof of the library, to the top of Mt Dean Stone, to your ears.

This radio station is an educational tool designed to educate the public in the techniques and practices of non-commercial broadcasting. It is a center point for information about music and cultural events occurring in Missoula, Montana and the surrounding area. KFGM is a forum for new music, exciting dialogue, community discussions, and a place for new broadcasters to be born, and old ones to remember. The atmosphere of the station is one of change, acceptance, diversity, patience and learning. It is a place to explore new styles of music and engage in discourse about our community and the world we live in.

The founding members of the station decided to pursue a license from the FCC with a newly formed non-profit organization because they wanted to ensure they could operate the station free from any influence of established organizations with missions that might, at some point, differ from the goals of the radio station. Namely, they wanted to ensure free and open access to the radio station for the duration of its existence. All views, all musical tastes, all walks of life will

be welcome on the station at all times.

Free and freaky, KFGM is an audio mirror of Missoula, Montana.

3. Federal Communications Commission

The airwaves are a national resource and the FCC is the agency that oversees its use. The FCC regulates such things as the broadcast spectrum for AM, FM, television, station operations, and ensures compliance with the technical aspects of broadcasting.

Each person involved with operating the station is expected to uphold the laws and regulations of the FCC. Presenters must be knowledgeable of FCC laws, as they will be required to uphold them every time they are on the air. **Deliberate violation of any FCC policies, as well as station policies, may result in termination.**

The FCC performs infrequent inspections of broadcast facilities around the nation. In the event of a visit from the Federales, you will need to contact station staff. One of the first items they will request to see is our broadcast license, which is on display in the studio at all times. Our license file number is: BMPL-20160707ACD.

LANGUAGE

U.S. Supreme Court Justice John Paul Stevens explained the attitude of the FCC, in his opinion, in a 1978 decision on George Carlin's famous "Filthy Language" piece about the seven dirty words:

“Patently offensive, indecent material presented over the airwaves confronts the citizen, not only in public, but also in the privacy of the home, where the individual's right to be let alone plainly outweighs the First Amendment rights of an intruder.”

Obscene:

Language that is obscene is defined as appealing to the prurient (lewd) interest of the average person applying contemporary communication standards. The piece must also lack any serious literary, artistic, political, and scientific value.

The FCC doesn't have a clear definition as to what is and is not obscene. The legalities are also a little unclear, but the position from the government is that something is obscene if it is not appropriate for the community within which it is broadcasting.

The Supreme Court has come up with this list of criteria that must **all** be met in order for something to be found obscene:

- 1) The work as a whole must appeal to "prurient" interest;
- 2) The work must depict "hard core" sexual conduct in a patently offensive way; AND 3) The work, as a whole, must lack serious literary, artistic, political, or scientific value. The National Association of College Broadcasters 1995 Handbook's definition is as follows: "Language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs, is obscene and shall not be broadcast."

“Fuck” is considered obscene and is to NEVER be played or spoken on air.

Indecent:

The FCC rules on indecency are a little different from those pertaining to obscenity. **Nothing indecent shall be aired, except as allowed between the hours of 10PM to 6AM, when indecent material is legal to air.** Indecent programming contains patently offensive sexual or

excretory material that does not rise to the level of obscenity. Indecent material shall be considered material that contains swearing, or graphic sexual or violent content, but to a lesser degree than what was described above. The courts hold that indecent material is protected by the First Amendment and cannot be banned entirely. FCC rules prohibit indecent speech on broadcast radio and television between 6 a.m. and 10 p.m., when there is reasonable risk that children may be in the audience. "Shit" is considered indecent material and is **only** allowed to be aired from Midnight to 5 am. It is NEVER to be spoken by a presenter.

In General:

Context - The Commission has defined context only by stating that it encompasses a "host of variables" which include the "manner" in which the material is presented, the issue of whether the offensive material is isolated or fleeting, and the "merit" of the material.

Patently Offensive - The standard applied is a national standard based upon what the Commission at any given time believes will offend the "average" broadcast viewer or listener. Because the standard does not look to local values or sensibilities, it is discernible primarily through rulings as to what the Commission finds offensive.

Considering the issues involved, what follows is the stance on obscene and indecent programming for KFGM. **No presenter will swear on the air at any time.** Also, no music or other programming will ever be aired that contains lewd sexual or violent descriptions, or racial remarks.

Any graphic descriptions of this type on any piece of music or other programming should be brought to the attention of the Station Manager or Executive Director. If there is any doubt about what is acceptable in a song, have station staff preview it for you, or **just don't play it.** Music from your own collection must also be previewed for indecent and obscene language; if there is any doubt, **just don't play it.**

****NOTE****

It is **NEVER** acceptable for any DJ at this station to speak or play these words, or any variation thereof, while on the air: "fuck," "cunt," "prick" or "cock." Also, NO racial slurs or any other obscene or derogatory comments are to be mentioned by a DJ, including the word "ni**er." No mention of genitalia or bodily functions will be permitted, unless they are described in a scientific or medical context.

Some of the words listed above may carry multiple meanings. However, use of these words in even a docile context could lead to a fine with the FCC. If you have any questions about any of the words listed above, or feel that it is okay to say any of the words in question because it is the name of a song, group, etc., either spell it out or **consult with management first** and find out if it is okay, or **just don't say it.**

Some of these words may seem harmless but violations could lead to a large fine or, in the worst case, **revocation of our license and our right to broadcast.** We, as most independent stations, do not have the money necessary to test the First Amendment.

In situations where you are unsure if what you want to air is obscene, and you are unsure if it meets the standards set forth above, then **don't air them!** This is a good policy to follow about anything that is aired. If you have any doubts about it, then don't say it or play it. **The FCC can fine a station's licensees thousands of dollars and issue jail sentences of up to two years.**

Qualitative: Any language that quantifies (positively or negatively) an individual's or organization's character, profession, professional abilities, or reputation in a community is considered qualitative language and not to be aired. Slander is negative qualitative language. Recourse in a situation like this is to sue for slander; a costly method of rectifying an avoidable situation. The important thing to note here is that, during 1989 and 1990, the **average** award in media libel cases was almost \$4.5 million per suit.

Any statements that question a person's or organization's character, especially the character of a private individual (someone not in the public domain), should be considered very carefully before they are made on the air. Some examples of potentially slanderous remarks are: "Sue Brown, owner of Brown's Used Cars, is a drunk and a liar." or "The food at Joe's Diner sucks." If you think it might harm or jeopardize the business or the reputation of this person or organization in this community then it would be best to leave it alone.

Quantitative: Language that quantifies any event or product is considered quantitative and is never to be aired. For example: "There are free tacos down at Taco Del Sol."; "Tickets are only \$12.50 and that's cheap as hell."

Calls to Action: As a non-commercial, educational station, we cannot induce people to take particular actions that result in commercial activity for for-profit entities. In other words, you cannot tell someone to "check out" a great deal on shoes down at the local shoe store. You also cannot tell them they "simply must attend this concert later tonight." This kind of language also cannot be included in underwriting announcements.

You can, however, describe an event in such a way that intrigues listeners, motivating them to seek information they would need to attend the event. Direct them to a website for more information or ask them to call the studio and talk to you about the details of the event. Just don't tell them what they should or shouldn't do.

DRUGS and ALCOHOL

Under **no** circumstances is anybody to go on the air or be on the station's premises under the influence of alcohol or any illegal drugs. The FCC will take action if it is found that broadcasts were made by someone under the influence. The station does not have a breathalyzer, so be responsible for yourself!

LEGAL ID

The legal identification is mandatory for all stations, as required by the FCC. The legal ID for this station is, "**KFGM Missoula.**" It is only the call letters, followed by the geographic location where the studios are located.

The legal ID announcements are made as close to the top of every hour as is possible (legally it is + or - 5 minutes), and at the beginning and ending of station broadcasting. Preprogrammed legal IDs are located in the music library on the computer or you can announce them live.

Remember that the legal ID announcements are required. Missing an announcement could place us in jeopardy with the FCC and may result in disciplinary procedures. KFGM operates around the clock and our transmitter must be attended at all times. As a DJ you are the transmitter

operator by having access to the transmitter remote in the studio. However, if there is an **EMERGENCY**, we are then required to sign off the air.

When beginning or ending station broadcasting, an announcement will have to be made with the legal ID included.

PUBLIC FILE

The Public File is a legal record of a radio station's activities. The FCC requires that this document remain on the station premises. Some of the documents required to be in the public file are: all applications, employment records, copies of contracts, FCC correspondence, program and community issue reports, etc.

The FCC requires that the Public File be open to anybody from the community. If anyone should ask to see it, direct him or her to the Station Manager or Executive Director. It is important for everyone to know where the file is located and whom you should contact if anyone wants to see the file. No appointment is needed to see the file but the file may not be removed from the station premises.

4. KFGM Staff and Structure

KFGM is licensed to Missoula Community Radio (501(c)(3)) and is a project thereof. The Board of Directors chooses the Executive Director, and entrust in the E.D. the responsibilities of legally operating the broadcast apparatus discussed in this manual. Station staff are directed to communicate radio-related issues with the Executive Director, who in turn communicates with the board members of Missoula Community Radio.

Executive Director

The Executive Director (ED) is responsible for overseeing the operation of the radio station from a large lens. They are responsible for all of the station departments, employees, volunteers, finances, and facilities. The ED is responsible for the hiring and firing of employees, as well as disciplining and delegating tasks to the executive staff.

Attending all regular Missoula Community Radio Board and Staff meetings is mandatory. If the ED cannot attend a Missoula Community Radio meeting, then they will appoint someone to attend.

The ED is the chief representative of the station. The ED is answerable to the Missoula Community Radio Board.

Station Manager

The Station Manager (SM) is responsible for overseeing the general day-to-day affairs including maintaining the continuity of the broadcast. They are responsible for programming and maintaining studio equipment and are a point of first contact for presenters. The SM answers to the ED.

Social Media Manager

Membership and Engagement Director

Development Director

Presenters (aka YOU!)

Presenters, or DJs, are responsible for the immediate on-air programming of the station. They are ultimately responsible to the listening public. Duties include using a wide variety of specialized equipment in a responsible manner, keeping programming on the air at all times during their shift, and being creative while following FCC rules and regulations.

5. On Air Tasks and Station Procedures

On Air Station Identification

In addition to the legal ID (KFGM Missoula), which the FCC requires, general station identification should also become a habit. General station identification differs from the legal identification in that it can include KFGM, 101.5FM, Missoula Community Radio, KFGM 101.5 FM-FM, KFGM- FM, or any variation thereof and in any order. Outside of the legal identification, please make it a point to announce or play a station ID every time you open the microphone- this is to increase awareness. Some examples are:

"From The Beautiful Public Library in Downtown Missoula, 101.5 KFGM"

"Missoula Community Radio, KFGM 101.5FM"

These are only examples. Be creative and have fun with it. The purpose is of a promotional nature. Don't be afraid to promote yourself as well, or at least identify yourself. When giving the station identification, it is also a good time to give the time of day and identify your show.

Telephone Calls

Listener interaction one of the things that set us apart from the other radio stations in town. Listener feedback is welcomed and encouraged. People will call in and make comments about shows and other programming material, sometimes they just call to say hello, or maybe to let you know how drunk they are. No matter what the case is, ALWAYS be polite to the caller! Sometimes someone will call to tell you how lousy you are or to complain that this station doesn't play enough Sabbath, but NEVER tell the person that they are wrong or start to argue with them. If they have questions or a legitimate complaint give them the number to station staff. For general questions, or for anything you are unsure about, direct them to the office phone (406-541-8965). Give office phone numbers **only**. There is a detailed list of phone numbers and where to refer callers posted in the studio.

Requests

KFGM strives to engage its listeners, and you are encouraged to play requests when people call in. Though we cannot play everything that is requested, it is important to consider our audience, what they desire to hear, and to keep a diverse format. It is not expected that we bow down to every request, especially if it is typical mainstream radio material.

When a caller asks you to play a song do not promise you will play that song. Simply say, "*I'll see what I can do for you,*" or "Thanks for your request, I'll do my best to put it on." If you know for sure you can't fulfill a request, (for example you receive a request completely outside the format of your show) then politely explain why you can't play their request at the moment and have them call back later. If a caller at any time becomes angry with you for not playing their request or for any other reason, you may refer them to the Station Manager. If this still does not

satisfy the caller, simply say "I'm sorry, I have to go, thank you for calling," and hang up.

Airing Callers

NEVER AIR A CALLER LIVE! The only shows that will air live calls will be the talk shows and other shows with special circumstances. Live or phone interviews are encouraged, but they must **always** be cleared with the Station Manager in advance.

On certain occasions it is acceptable to air pre-recorded phone calls. This is limited to relevant calls including requests and should not be used excessively.

Do Not Air

Do not air party updates, insults, promotional or commercial announcements, or anything that the basic listener does not care about. Do not air a phone call in order to put down or make fun of the caller!

If the caller wants you to air an announcement about a business, product, concert, or anything along those lines, direct them to the Station Manager and they will follow up. As a non-commercial station we have certain standards and regulations to follow and could get in trouble by airing something that falls outside those boundaries. See also Underwriting and Public Service Announcements.

FCC rules regarding the broadcasting of telephone conversations are 73.1206

Broadcast of telephone conversations. Before recording a telephone conversation for broadcast, or broadcasting such a conversation simultaneously with its occurrence, a licensee shall inform any party to the call of the licensee's intention to broadcast the conversation, except where such party is aware, or may be presumed to be aware from the circumstances of the conversation, that it is being or likely will be broadcast. Such awareness is presumed to exist only when the other party to the call is associated with the station (such as employee or part-time reporter), or where the other party originates the call and it is obvious that it is in connection with a program in which the station customarily broadcasts telephone conversations. **Radio Jargon and Then Some**

Sometimes, when working a shift, you may feel the need to say something on the air that isn't necessary. When you are on the air, keep in mind:

"Will the listener understand what I am talking about when I mention this?"

"Is this something the listener wants to be hearing about?"

Jargon is any language specific to technical aspects of a certain profession. Radio jargon is not something most listeners will understand or care about. For example, listeners will probably not know what a "mention" or "PSA" are. The word "playlist" can be misleading and for the most part should not be used. Keep any type of radio jargon out of your live announcements.

NEVER introduce an underwriting announcement, promo, sweeper, etc., just play it. There is no need for an introduction; the listener will recognize what is going on without the introduction.

Do not comment about an underwriting announcement or PSA.

Underwriting

Underwriting is a way for businesses to sponsor programming of a non-commercial station. In return for their donation, an announcement is made to identify the donor and is required by the FCC. Non-commercial stations are very limited as to what they can say about businesses,

foundations, individuals, or some other entity when they sponsor the station. The difference between an underwriter (for a non-commercial station like KFGM) and an advertiser (for a commercial station) is that the underwriter helps defray costs of the station and is identified, whereas the advertiser pays to get a message out to the public. KFGM does not play *any* commercials.

Underwriting announcements are a highly regulated part of broadcasting. No calls to action, no qualitative or quantitative language, and no endorsements or comparisons can be mentioned. Violation of these rules could lead to fines from the FCC. Underwriting announcements are played from Wavcart (or its equivalent). Play the announcements as they are scheduled. NEVER introduce an underwriting announcement, promo, sweeper, etc., just play it. There is no need for an introduction; the listener will recognize what is going on without prior introduction.

Public Service Announcements

PSAs are self-explanatory announcements that presenters read live on air once during their program. They require no introduction and should not be commented on. An example of a PSA would be one that increases awareness of a city service and who the listener can contact for more information. They will fall under the same restrictions as underwriting concerning calls to action, qualitative or quantitative language, and endorsements or. Violation of these rules could lead to fines from the FCC.

PSA's are typed out on a 3 x 5 notecard and located in a black box in the main studio. Pick up the PSA that is in the very front of the box, read it, initial and put the date on the back, then place it at the back of the box to ensure each PSA receives equal airtime.

Each announcement will have a closing date (kill date) written on it. When the closing date has come, don't read that PSA. Set it aside and let the Program Manager know it is past the kill date, or mention it in your shift report.

Promotional Announcements

Promotional announcements inform the public of upcoming events. They differ slightly from underwriting mentions but still do not include qualitative or quantitative language or calls to action. They are also to be played through Wavcart via the relevant announcements schedule.

6. Disciplinary Procedures

If a volunteer with KFGM fails to follow the policies as they are written in this manual, disciplinary action may be taken. The reason for these procedures are to ensure that everyone has a fair chance at working in some capacity within this organization, as well as to protect the station from harm.

Broadcasting Inappropriate (Offensive) Language On-air

1. 1st offense – A verbal warning documented by a station executive
2. 2nd offense – A written warning; and possible suspension
3. 3rd offense – A written warning and suspension or expulsion (based on a review by the staff of the severity of the infractions)

While this is a subjective call to make, breaking rules and regulations could cost the station its right to broadcast. Depending on the severity of the violation, KFGM station staff may exercise the right to enforce any of the disciplinary actions, regardless of order.

Theft

1. Loss of station membership; and
2. Referral to the appropriate authorities

Nothing shall leave the stations premises without approval from one of the station's executives.

Sexual harassment/discrimination

KFGM maintains a zero-tolerance policy on sexual harassment and discrimination.

Destruction of Radio Property

1. Loss of station membership; and
2. Payment of replacement or repair costs; and/or
3. Referral to the appropriate authorities

This does not include those pieces of equipment that will wear out over time, or something that happens by accident that is beyond the overseer's control. This DOES include items or property that is destroyed because of malicious or willful actions, or damage that is caused by negligence. Damage caused by food or drink falls under this category.

Violation of FCC Rules and Regulations (not covered elsewhere in this section)

1. 1st offense – A verbal warning documented by station executive
2. 2nd offense – A written warning; and possible suspension
3. 3rd offense – A written warning and suspension or expulsion (based on a review by the staff of the severity of the infractions)

There are a number of FCC regulations that fall into this category. For example, not showing up for a shift and not having any programming during that time could put the station in jeopardy with the FCC. The problems mentioned above could cost the station a lot of money; money that would be better spent providing more programming.

Possessing or Being Under the Influence of Alcohol

1. 1st offense, loss of station membership, referral to the appropriate authorities if the offender is underage.

The FCC rules regarding alcohol and broadcasting are strict and the penalties are severe. If a presenter were found to have been broadcasting while under the influence, that could be considered just cause for the FCC to revoke our license. **Don't even joke about being intoxicated or under the influence of any substance while on air.**

Possessing or Being Under the Influence of Illegal Substances

1. Loss of station membership; and,
2. Referral to the appropriate authorities

This is another highly regulated part of broadcasting, as well as being highly regulated in our community. Violations of this sort will not be tolerated. See also the rules regarding alcohol, above.

Showing Up Late for a Shift

1. 1st offense – a verbal warning documented by station executive
2. 2nd offense – A written warning; and possible suspension
3. 3rd offense – A written warning and suspension or expulsion (based on a review by the staff of the severity of the infraction)

Every presenter should be at the studio at least 10 minutes before their shift. Being late for a shift

is not only against station policy, it is not courteous to the presenter who has to remain on the air until you show up. If you know that you will be late, call and make arrangements with the person who will be in the studio before you or call the Station Manager.

Never leave the studio unattended! If the next DJ doesn't show up for their shift, call the Station Manager, and/or enable automation.

Other Violations

Violations in this category are those that will be dealt with as they arise. Good examples of these are insubordination and disrespect of staff, fellow presenters, and the general public. Generally, any disciplinary action will follow this structure:

1. 1st offense – A verbal warning documented by station executive
2. 2nd offense – A written warning; and possible suspension
3. 3rd offense – A written warning and suspension or expulsion (based on a review by the staff of the severity of the infraction)

The Station Staff reserve the right to remove any presenter from the airwaves temporarily or permanently without the three-warning process in certain situations.

Appealing a Disciplinary Action

In order to appeal a disciplinary action or expulsion, a written explanation must be presented to the President of the Missoula Community Radio within 10 days of the disciplinary action.

Included in the explanation must be a reason for the appeal on the grounds that: a. The disciplinary action was unwarranted, unnecessary, or inappropriate; b. A reason for the disciplinary action did not exist; c. The disciplinary action did not follow the procedures outlined above.

The board of directors has the power to overturn a disciplinary action by a two-thirds majority vote, if it finds that the complaint is justified. The board may find that the disciplinary action was too harsh or too lenient and change the penalties according to how it sees fit through a two-thirds majority vote. If the board finds the complaint unjustified, they may not hear the case.

7. Studio Equipment

*****this section is a living document**

A lot of time and money was invested in the equipment so we must take good care of it and know how to use it properly.

Please wash your hands before entering the studio, do not remove or alter anything, and do not allow food or uncovered drinks near studio equipment.

Main Studio (On Air)

This is where you'll spend your time as a presenter / DJ. The equipment may be intimidating at first, but with time, operating the board will become second nature. Everyone is required to be familiar with the entire studio and expected to know how to operate all of the equipment properly if they are to be on the air.

The Board

The studio revolves around the console, or mixing board. The board is the device in the middle of the furniture that has all of the knobs, sliders, and meters on it. Every component in the studio is routed through the board. Each component has a corresponding slider control located on the

mixing board. What each slider controls is clearly marked on the board.

In order from left to right, the different sources of audio routed into the board are: microphone 1, microphone 2, microphone 3, CD player 1, CD player 2, Turntable, Aux (auxiliary cable) and Computer.

Sliders/ VU Meters

Controlling levels is very important to the quality of your broadcast. Level control can be a part of your personal style and is a big part of mixing and advanced broadcasts. Sliders on the board control the signal. The VU Meters indicate the signal strength. It is important to watch the needles as well as listen to maintain proper levels. The needles should be around 80% and just touch the red area, pointing straight up. They should not remain in the red area. It is important to keep fairly consistent levels from one track to the next and throughout your broadcast. This way the listener isn't forced to constantly adjust their volume and there are no sudden blasts of sound. It is also very important to monitor the microphone levels when you are speaking. Don't be afraid to speak up so everyone can hear you, but don't blast them with your voice either. ALWAYS listen through the headphones when talking on the microphone. It is recommended to have talk-over or background music, but the balance between you and the music should be carefully controlled. This prevents dead air and helps the DJ not feel rushed to finish talking. Levels can change drastically within one track. This can be a very enjoyable aspect to music, but songs may suddenly jump in volume and throw your needles into the red area. Watch the meters carefully and try to anticipate, or at least be ready, for drastic jumps in levels. If you need to adjust levels in the middle of a song, adjust the slider relatively slowly.

On / Off / Start

CD players will automatically start when you press the on button. Tracks will stop automatically unless the CD player is set to "continuous play." Set the slider at what you guess is a reasonable level before pressing on. One technique is to set the slider to a low or moderate setting, press on, and then adjust the level once the track is playing.

Microphones

Don't be afraid to speak right in front of the microphone. They are adjusted so that they pick up what is about 6 inches in front of them. There are two ways to talk into the mike: facing the mike and talking across the mike.

Facing the microphone is the easiest way to make sure that you are getting in the area the microphone reaches. But it may cause your "P"s and "S"s to pop or hiss. If it is a problem then you may want to speak across the mike. To do this, turn the mike at a right angle to your face, keeping it from pointing at your cheek, and speak across the area where the mic picks up the sound. Adjust the mic to a comfortable level before you turn it on. The listeners don't want to hear the squeaks of the mic arm if you are moving it around.

CD Players

Make sure the corresponding slider is off and then press the open button to load a CD. **Be gentle with the "open/close" buttons, as they tend to wear out fairly quickly with so much use.** To select a track on the CD Player use the "scroll knob." This will quickly cue up a track on a CD to the very beginning of audio. When "On" is pressed on the slider on the mixing board, the track that is cued will begin instantly. The "Play Mode" button toggles between "continuous" or "single." The CD player will stop automatically at the end of the track unless set to "continuous." Once the track stops, the next one will automatically be cued.

The "Stop, Cue, Play, and Pause" aren't often used except for cueing tracks. When you have the CD player cued, press "Play" to preview the audio. Use "Pause" **only** if you plan to start the

audio partway through the track. Pressing “Cue” will bring the track back to the beginning of the audio, as will the scroll knob. “Stop” ends the entire CD.

The <</>> search buttons should already be familiar to everyone and are obviously useful for skipping forward to preview the middle of the song. However, another feature which can be very useful is the “End Mon” or end monitor button. When pressed, this will play the last 10 seconds of the track. This can be helpful for determining how to transition to the next track. Well-timed and thoughtful transitions and mixing can make for much more enjoyable broadcasts, and can be very rewarding for the DJ.

The “Time” button will change how the CD player displays the time of the track. It is most useful when displaying how much time remains on the track. Otherwise you can view how much time has elapsed.

Another thing to watch for is the Tempo/Pitch Slider. Some DJs get crazy with this when matching beats. Make sure it is at center when you start your show, and always reset to center if you have used it during your show.

Turntables & Mixer

Use the "Cue" button for the Turntable slider to listen to the record as you cue it up. Make sure that toggle switches are on “turntable” and that the cross-fader on the mixer is all the way to towards whichever turntable you are cueing.

Gently place the needle on the record at the beginning of the track you want to play. Rotate the record or press play on the turntable so you can find the beginning of the music. After cuing the track you wish to play, raise the arm until ready to play the track. NOTE: •Make sure either 33 or 45 rpm is selected depending on each record. •Make sure that the tempo adjust slider on the right of the turntable is at center, unless you’re one of those crazy beat matchers. If you are beat matching, be sure to reset the tempo adjuster to center when you’re done.

8. Weekly EAS Test

KFGM is required by law to send an Emergency Alert System test once a week. Presenters will only have to perform this test if there is an FCC inspection. Everyone should know how to perform this. The following directions are also located on the rack the CD players are mounted in, to the right of the broadcast console.

To send an EAS Test:

Push the button underneath the word “WEEK” on the display of the EAS unit.

Enter the password “1111.” Press the button underneath “1” four times.

You are then given an option to either “Proceed” or “Abort.” You have four minutes until it automatically aborts without sending an alert.

9. Emergencies

Fire Alarm: If the fire alarm goes off, announce that KFGM-FM 101.5FM Missoula is going off the air and turn off the transmitter, then evacuate the building **immediately**. Do not risk your life for KFGM! If the fire alarm is legitimate (i.e. the building is burning down), then call the Station Manager immediately.

Power Outages: Power Outages occur occasionally and last anywhere from 3 seconds to 30 minutes or longer. If the power is out longer than 10 minutes, then call the Station Manager **DO**

NOT attempt to contact anyone else on staff (e.g. the engineer) to try to solve the problem.

Suspicious Persons: If you deem an individual threatening to your person or to the radio station, then call the Missoula Police Dept. For non-threatening suspicious persons lurking around the studio or office area, call the Station Manager and they will find a way to offer assistance.

Medical Emergencies: If you have a medical emergency, call **911**, and then call the Station Manager if you have time before you die.

Other Emergencies: If there is a situation that you feel does not require the assistance of the authorities call the Station Manager, depending on the situation.

For example, if the presenter following you does not show up and you do not feel comfortable calling any of the presenters on the contact list, call the SM. If a piece of equipment fails and is vital to the operation of the radio station, call the Station Manager.