

WSLR-LP Introductory Guide for Programmers

WSLR DJ HANDBOOK

Congratulations on taking the first step towards becoming a DJ at WSLR 96.5FM! This manual will serve as a resource for you during your training and work with the station. Read it, know it, and refer to it often. As a DJ, it is your responsibility to know all station policies and federal regulations that are contained within this manual. Ignorance is no excuse for violating policy. If you have any questions, please contact the station manager.

How to become a WSLR Programmer.

To become a program producer (programmer, DJ etc.) at WSLR-LP you must first become a member. Membership requires a commitment of at least \$25 per year (\$10 for students). We also require people to volunteer at three activities at the station (approximately 8 hours) before being considered for a program. Volunteer time can be spent in a variety of ways to benefit the station. Participation in one of our various committees, clerical, library or housekeeping tasks within the station, training and skill-sharing with other programmers: these are just a few of the ways you can fulfill your volunteer commitment.

All new program ideas must be accompanied by a Program Application. Applications can be obtained at the station or on our website: www.wslr.org.

The Programming Committee reviews all applications, organizes a new broadcast schedule every four months to accommodate new applicants and oversees all training of new programmers. Upon selection by the Radio Programming Committee, there are two trainings that need to be completed. One will cover Rules and Regulations, the other will cover operation of studio equipment. New DJs will work with experienced DJs for their first shifts. The Programming Committee is responsible for determining the Air Shift Schedule and making changes as necessary. An Annual Programming Review will take place in the Fall with any major changes being implemented in the following year. At any time, please ask the station manager or other volunteers questions no matter how large or small. It is important for all of us to work as a team, and questions help us all to improve our on-air image.

An applicant needn't have any previous knowledge or training in radio broadcast or production in order to have a show on WSLR-LP. We provide training to all of our new programmers in a variety of skills and techniques including live broadcast engineering.

Our Mission mandates that we seek to bring a diversity of opinions and cultures to the airwaves, promoting access particularly to underrepresented voices in society. Above all, we hope always to provide a valuable service to our community.

There are a few regulations and policies that you must understand and abide by in order to be cleared to broadcast. They are outlined in the following pages.

FCC Regulations & how they affect you.

We are licensed and regulated by the Federal Communications Commission, a Federal Government agency. Please understand that failure to follow FCC rules endangers the

very license we have worked so hard to secure. Keep them in mind when planning and executing your show.

The Legal Station ID

The FCC requires that the station identify itself every hour, on the hour. This is called a Legal Station ID. To be legal, our station ID must be one of the following:

"WSLR-LP, Sarasota"

"WSLR-LP, Sarasota, 96.5FM"

"WSLR-LP, 96.5FM, Sarasota"

The Legal ID **must** be stated wholly and completely at the top of every hour. We cannot insert any words or phrases into the statements listed above. We may say whatever we please before or after the Legal ID, but the ID itself must remain unchanged. To make station IDs more interesting, they can be made as jingles or surrounded by short radio dramas, statements about programming content, or celebrity endorsements.

Programmers are encouraged to identify the station any way they please throughout their show. It is only the Legal ID that is regulated.

Obscenity, Indecency & Profanity

The Federal Communications Commission (FCC) is the federal agency that regulates the airwaves and their usage. They regulate AM and FM broadcasting, television, station operations, and most of the technical aspects of broadcasting. Each person involved with operating WSLR is expected to uphold the laws and regulations of the FCC. The statute the FCC enforces states: Whoever utters any obscene, indecent, or profane language by means of radio communication shall be fined not more than \$25,000 or imprisoned not more than two years, or both. **Deliberate violation of any FCC policies, as well as station policies, may result in termination.**

The FCC bans "obscene" material at all times:

"Obscene speech is not protected by the First Amendment and broadcasters are prohibited, by statute and regulation, from airing obscene programming at any time. According to the U.S. Supreme Court, to be obscene, material must meet a three-prong test: (1) an average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest (i.e., material having a tendency to excite lustful thoughts); (2) the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and (3) the material, taken as a whole, must lack serious literary, artistic, political, or scientific value. The Supreme Court has indicated that this test is designed to cover hard-core pornography."

Indecent Material

WSLR does not distinguish between indecent and obscene material. This means that we do not have a safe harbor time in which to broadcast indecent material; we simply do not broadcast it at all, not even late at night. Program producers who intend to air material that is questionable or potentially indecent should clear such material at a Programming Committee meeting in advance. The committee will document the reason for clearing or rejecting the material. All **Programmer's must sign WSLR's Obscenity/Indecency policy** which confirms their commitment to uphold this policy.

Material is indecent if, in context, it depicts or describes sexual or excretory organs or activities in terms patently offensive as measured by contemporary community standards for the broadcast medium. In each case, the FCC must determine whether the material describes or depicts sexual or excretory organs or activities and, if so, whether the material is “patently offensive.”

In our assessment of whether material is “patently offensive,” context is critical. The FCC looks at three primary factors when analyzing broadcast material: (1) whether the description or depiction is explicit or graphic; (2) whether the material dwells on or repeats at length descriptions or depictions of sexual or excretory organs; and (3) whether the material appears to pander or is used to titillate or shock. No single factor is determinative. The FCC weighs and balances these factors because each case presents its own mix of these, and possibly other, factors.”

Profanity

The FCC also bans “profanity” between 6am and 10pm (WSLR bans from 11pm-5am). ““Profane language” includes those words that are so highly offensive that their mere utterance in the context presented may, in legal terms, amount to a “nuisance.” In its [Golden Globe Awards Order](#) the FCC warned broadcasters that, depending on the context, it would consider the “F-Word” and those words (or variants thereof) that are as highly offensive as the “F-Word” to be “profane language” that cannot be broadcast between 6 a.m. and 10 p.m. “ WSLR does prohibit the use of the “seven dirty words” (shit, piss, fuck, cunt, cocksucker, motherfucker, and tits) outside our designated ‘safe harbor’ from 11pm-5am. This does not mean that you are permitted to play songs which are explicit in describing any of the terms mentioned above - rather these hours are designated so that if such a word or phrase slips, it’s ok. Some music may contain language deemed inappropriate or indecent, though not obscene. The airing of such music will be limited. The “safe haven” is not to be used as an excuse to play explicit material just for the sake of shock value.

Programmers need to preview all music for inappropriate content before airing it. Please mark CDs with inappropriate audio content. In addition, DJs must **state a disclaimer at the beginning of each hour if they plan to play content that listeners may find offensive.**

AT NO TIME is a DJ authorized to speak INDECENT OR OBSCENE language over the air.

Copyright Laws

Copyright is protected by the United States Constitution and federal statutory law. A copyright is an original work or authorship (such as a sound recording or a literary, musical, artistic, photographic or film work) that is fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work.

The Fair Use Doctrine permits limited copying of copyrighted work, usually only for “productive purposes,” such as news reports, criticisms, comment and personal entertainment. Otherwise, without express permission from the copyright holder, others are not allowed to use copyrighted work. WSLR has a special licensing and royalty-payment agreement with ASCAP, SESAC, and BMI, which allows the station to play copyrighted music.

Commercial Speech

Due to our non-commercial status, the FCC does not allow us to make acknowledgements of businesses that include wording that is "commercial" in nature.

Our programmers are encouraged to announce local events that occur in our listening area. We see this as a public service to our listeners, but great care must be taken not to cross the line between providing a service and doing promotions for businesses. A few examples of announcements that would clearly violate the rule may be helpful:

Prices

Announcements containing price information are not permissible. This would include any announcement of interest rate information or other indication of savings or value associated with the product or business. Examples of such announcements are:

- "Ten dollars at the door for the reggae concert."
- "7.7% interest rate available now"

Calls to Action

In a non-commercial format, it is an FCC violation to express any qualitative or quantitative statements, opinions, or suggestions directed to the listening audience for the benefit of a person, business, or for-profit service. You may offer information, but do not command the audience to do something or mention a price.

Examples of each follow:

Qualitative: providing any influential information that would direct someone to an action of purchase, attendance, or use of a person, business, or for-profit service.

DO NOT SAY:

- "Tonight at Crazy Horse Saloon, Kansas Blue will be on stage, so go see them because they rock!"
- "The Little Apple Theatre is the best in town"
- "The India House features daily specials"

Quantitative: giving any monetary information to the listening audience to create an action to purchase a product, attend an event, or use a service.

DO NOT SAY:

- Tickets for Kansas Blue will be on sale tonight for \$5 at the door.
- Buy your tickets early and save a buck!"

YOU MAY SAY:

- "Kansas Blue will be at Crazy Horse Saloon"
- "Kansas Blue plays classic rock and jazz"

In summary, remember that WSLR is a noncommercial radio station, and therefore "commercials" are not allowed. Violations of the station's noncommercial license, as well as other violations, can result in a minimum fine of \$25,000 per violation up to \$250,000, or revocation of the license.

Inducements

Announcements containing an inducement to buy, sell, rent, or lease are not permissible.

Examples of such announcements are:

- “Six months free service.”
- “A bonus available this week.”
- “Special gift for the first 50 visitors.”

As a program producer, you **may not issue a call to action by asking or suggesting that the listeners should perform some task which may result in a for-profit organization making money.** You may state that a new CD by “M.C. Whatever” is available at “Discworld” but you cannot tell listeners to go there and buy it on sale now for \$12.99.

For announcements of events at for-profit venues, the ticket prices cannot be mentioned, but a phone number or website should be provided to the listener for more information.

Underwriting and Calls to Action:

Underwriting is the financial support for WSLR, which is solicited from the business community. All underwriting will be broadcast on WSLR in the form of spot donor announcements, which must be run as scheduled.

As a non-commercial station, WSLR may not broadcast “advertisements.” However, the station is permitted to use donor announcements and enhanced underwriting announcements.

In non-commercial formats, announcers may give “value-neutral” descriptions of products or services. In addition, they can list brand names and trade names. The station can factually describe the underwriter, but announcers cannot use superlatives, comparatives, prices or deadlines. Phrases to avoid include: “cleanest,” “best deal,” “fast service,” “come to,” “go to,” “call us,” “watch for our coupon,” “special limited time offer,” “sale ends Sunday,” and other language of this nature.

Broadcast of telephone conversations.

On the subject of the broadcasting of telephone conversations, both recorded and live, the FCC has this to say:

“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 an 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.”

Please make every effort to inform a caller or interviewee that they are either being aired live or being recorded for on-air broadcast. To air a person’s comments live or from a recording without their consent, whether explicit or implied (as explained above), is a crime.

Equal Access for Political Candidates.

Coverage of political elections, particularly local ones, is a valuable service a community radio station can perform for listeners. While it is not in the interest of this station to limit discussion of any topic or access to any guest, there are certain implications for the station as it pertains to political candidates.

Here is what the FCC has to say about it:

Broadcasts by Candidates for Public Office. When a qualified candidate for public office has been permitted to use a station, the Communications Act requires the station to "afford equal opportunities to all other such candidates for that office." The Act also states that the station "shall have no power of censorship over the material broadcast" by the candidate. **We do not consider either of the following two categories as a "use" that is covered by this rule:**

*An appearance by a legally qualified candidate on a bona fide newscast, interview or documentary (if the appearance of the candidate is incidental to the presentation of the subject covered by the documentary); or

*on-the-spot coverage of a bona fide news event (including political conventions and related incidental activities).

What this means is that if you invite a qualified candidate for political office onto your show, even if only to discuss fishing or worm composting, the station is required to provide equal time to any and all opposing candidates for the same office, if they so request. Though the Programming Committee will facilitate all such requests, you may be required to yield some of your airtime to make this possible.

Plugola and Payola:

The FCC has a policy known as sponsorship identification. Any type of program that is sponsored or underwritten must be identified and acknowledged. Station management also must know about the sponsorship. The underlying premise is that the public has a right to know when someone has a financial interest in influencing what they hear on the air. You will be dismissed from WSLR if you violate rules of payola or plugola.

- Payola: You cannot receive money or gifts from a record company, group or individual to play a recording. Failure to disclose sponsorship is a criminal offense.

- Plugola: You cannot receive money or gifts to publicize an event, business or promotion. Failure to disclose sponsorship identification is a criminal offense. Fines and jail terms in federal prison are punishment for this offense.

WSLR STATION POLICIES.

The following pages contain policies unique to WSLR. They were devised by many committed volunteers through months of discussion and debate to address important issues affecting the station, its programmers and listeners. That said, they are not written in stone and will be periodically added to, amended and revised. All programmers will be notified of policy changes as they occur.

Courtesy Guidelines

As a producer on WSLR you are a part of a very special and hard won radio community. We ask that every time you go on the air, you consider how your words will reverberate through the community that has made this radio station possible. The health of our station depends on the spirit of what we broadcast.

COMMUNICATION

Clear and constant communication is essential to the successful operation of the station. Volunteers are expected to check their e-mail and mail boxes in the studio regularly. If important calls come in when you are in the studio/office, please make sure that messages are passed on to the appropriate person.

Personal Information

Each volunteer must keep their current address, telephone numbers and (if available) fax and e-mail information on file with the station. No contact information will be released to outsiders without the permission of the volunteer. This information is for internal use only.

Messages and Mail

It is the volunteer's responsibility to check for messages or mail on a weekly basis. Any mail that arrives at WSLR-LP FM, **regardless of addressee**, is the property of WSLR.

Answering Listener's Questions

Listeners may call the station asking for information about something that has been announced on the air. If the on-air volunteer who made the announcement is not available, WSLR's policy is to take a message and leave it in that person's mailbox. **It is against WSLR's policy to give out volunteer's phone numbers or to call on-air volunteers at home or at work about announcements made during their shows.** Questions from the media should be directed to the Station Manager or Chairman of the Board.

Station Business

Every volunteer has the right to discuss or criticize perceived problems within the station. **However, use of a regular on-air shift to criticize station policy is inappropriate and strongly discouraged.** On-air volunteers are asked to consider the station's mission and the effect on listeners of airing complaints about the equipment or facilities, or of commenting negatively about WSLR events or policies.

Personal attacks will not be tolerated. WSLR holds personally liable any volunteer who defames any individual. Liability includes, but is not limited to, any related expenses, charges, or fines. WSLR will pursue legal remedies.

Only those volunteers specifically designated by the WSLR Board of Directors are empowered to speak on behalf of the station. Speaking for the station without permission of the Board is grounds for immediate dismissal from the station.

Please refer to the WSLR Grievance Policy in order to settle any problem that you may have with the station, its members or staff.

DRINKING, SMOKING AND ANY ILLEGAL DRUG USE ARE PROHIBITED in the station. This rule applies to all DJs and their guests. If you are found drinking or smoking in the studio you will immediately lose your show.

Eating and drinking are not allowed in the broadcasting studio - there is too much expensive equipment lying around. If you have brought food/drink, please consume them in the main office area.

Opinion

When expressing your opinion, please make it known that you are speaking for yourself and not WSLR-LP.

Slander

As a programmer, you, not WSLR-LP, are responsible for any legal issues resulting from slander or libel of any individual.

Disturbing Content

When airing content that may be inappropriate for children, or disturbing to anyone, please warn listeners in advance and periodically throughout your broadcast so that listeners have the opportunity to turn off their radios. There is a content disclaimer in the Promo Book that can be used for this purpose.

Hate Speech

Speech that is intended to hurt or intimidate any individual or group of people or incite violence is considered hate speech. Broadcasting hate speech undermines the mission of our station and compromises our community's trust in us. Please don't do it.

Sensitivity

Beyond the issue of hate there are larger issues of sensitivity. We ask that you make it your business to be sensitive to different listeners in our community. It is not uncommon, in the United States, for minorities to be portrayed unfairly in the media. What you may consider funny or idiosyncratic about a group of people is often not funny and even offensive to that group. Please try to imagine being in the shoes of others, how you might feel on the receiving end, and behave accordingly.

Attending Meetings.

Since WSLR-LP is mainly operated by volunteers, the means by which the station is governed and all decisions are made is by a structure of open meetings. The organization has a board of directors and various committees tasked with carrying out different functions of the organization. A complete list of committees and their contacts are displayed on the volunteer page of our website: <http://www.wslr.org>. Though service on a committee is not mandatory for programmers, it is highly encouraged. There are, however, certain meetings for which programmer attendance is expected.

Monthly Board Meeting.

Every month there is a Board Meeting at which committees give reports and current issues affecting the station are discussed. This is an excellent opportunity for programmers, members and the general public to get to know the organization and each other better. This is also an ideal place for programmers to find a place or

project that they may want to devote some volunteer time towards. A current schedule of upcoming meetings can be found on the website and will be posted in the studio.

Annual Meeting.

The WSLR-LP Annual Meeting is generally held in October of each year. At this meeting an annual report is presented to the membership outlining the past year's progress and goals for the coming year. Results of Board elections will also be shared. Important issues are often voted on as well, such as bylaws changes etc. As a programmer of the station, your attendance at these meetings is vitally important. The decisions made by the organization ultimately will affect programmers, and their perspective should be part of the decision-making process.

Volunteer Requirements.

The Programmer Contract requires that all programmers dedicate an amount of time, determined by the board, to volunteer for the station in order to maintain their status as active programmers.

On-Air Fund Drives.

WSLR-LP currently does two, weeklong on-air fund drives per year. This is how the organization raises the bulk of the station's operating expenses. As a programmer, you are expected to participate in the on-air fundraising effort, at least during your regular show time. We ask that you be prepared to fundraise during, at least, half of your show length.

Volunteering at other times during the fund drive, to pitch on the air, answer phones etc., is also encouraged, as it helps spread the weight and keeps the energy and morale high. Members of the Programming and Fundraising Committees will be on hand to assist programmers at all fundraising functions.

Community Announcements (or PSA's)

Informing listeners of events occurring in our community is one of the valuable services the station provides. There are a variety of ways the station provides this information to the programmers who announce them. One is our Community Calendar which can be found on our website. Flyers and event listings can also be found in a binder in the studio.

Programmers are required to do **two community announcements per hour** during their show. Please follow all FCC regulations regarding *commercial speech* when making acknowledgments of businesses, regardless of the source of the announcement or the type of event.

Self-Promotion.

Some of WSLR-LP's programmers cover topics in their shows that they specialize in professionally. This can add a valuable perspective to the discussions that they air. That said, it is not in keeping with the mission of this station for programmers, or their guests to engage in promotion of their own business ventures on the air. It is implicit in our mission that no individual or entity should profit financially from the use of these public airwaves. A programmer's or guest's professional qualifications or business affiliations may be referred to during a show where appropriate, as credentials only.

Guests.

Programmers may invite any individual(s) they desire, to be a guest on their show. All guests and their behavior are the responsibility of the programmer who invited them into the station. The total number of guests permitted in the WSLR studio at one time is four (4). No guest should ever be alone in the Production Studio or music library area. A larger number of people in the studio (touring band, special guests, etc) needs to be approved by the Station Manager in advance of the program.

All policy and regulation infringements committed by an invited guest are also the responsibility of the programmer hosting them, and any punitive action that may result will be directed at the programmer. Because of this, it is very important that programmers choose wisely whom they will invite on the air with them, and how they prepare their guests to conduct themselves on the air.

Please make every effort to inform guests, prior to broadcast, of exactly what kinds of speech they may not engage in. If a guest violates policy or is uncooperative, it is well within the programmers' rights to restrict the guest's access to the air.

The same also applies to any guests you may have live over the telephone. It is somewhat more difficult to prepare a guest over the phone if they are calling in during a call-in segment, as opposed to a planned telephone interview. If the need should arise, you may mute the caller or simply hang up on them. To allow a guest to violate speech regulations (obscenity, indecency, profanity, commercial) puts not only your own show at risk, but also the viability of the entire station.

Co-Hosts.

It is not uncommon for programmers to want to share their airtime, either regularly or irregularly, with a co-host. This can help create a more compelling dynamic on the air, depending on the circumstances.

Please be aware that, unless the co-host is a fully-trained and cleared programmer at WSLR-LP, they may not operate any studio equipment, excepting a microphone and the telephone (for call screening, etc.).

Studio Lockup.

It is very important when you are finished your show, that you leave the studio in suitable shape for the programmers that follow you, and that you leave the station secure. A studio shutdown procedure is posted in the studio. The shutdown procedure involves tasks from common-sense tidiness to station security. Failure to complete this procedure could constitute, at best, a nuisance for other programmers and, at worst, a major security or property damage risk for the station.

Telephone Messages.

You are not required to answer the office line while you are in the station. That said, it is nice for callers to the station to be answered by a person instead of a voicemail box, especially for simple issues ("What's your mailing address?" "Hey, I love your show." "How do I get a program application?").

If you do answer the phone, please be sure to take careful messages if the caller is not for you. You should place any phone messages you take into the programmer mailbox of the intended recipient.

General Tidiness.

The rule of thumb here is: Leave the station tidier than you found it. We are all volunteers here. There is no cleaning staff to come in after us. We are it. Please do not leave scraps of paper, empty food or beverage containers or anything else lying around. If you use music from the library, place it back where it belongs before you leave. If you opened a lot of internet browsers during your show, close them all when you finish up.

If you leave the studio a mess, it affects the focus and concentration of the programmer after you, and they will likely complain. **A pattern of complaints could lead to punitive action. And remember, no food or drinks are ever allowed in the studio.**

On-Air Contests:

Strict rules exist about how station contests are run. The only contests allowed on-air at WSLR are those with prior approval from the Board and the Station Manager. If you run an unauthorized contest on air, you will be held legally and financially responsible for any repercussions.

Missed Shows - DJs are expected to make each of their shows, and arrive a few minutes early in order to organize their music, announcements, and complete the appropriate Logs. You are responsible for finding your own substitute. Call the Station Manager only as a last resort (and s/he is still not required to fill your show). Also, try to inform the persons before and after you if you will not be there. If a DJ fails to make three or more of their shifts, the Programming Committee has the right to suspend or dismiss that DJ from further shifts.

Pre-emption of Programming

The staff at WSLR reserves the right to pre-empt your show for special events coverage or live community broadcasts. Notification will be given as far in advance as possible if this is to occur. Of course, with breaking news coverage, advance notification may not always be possible.

LOGGING REQUIREMENTS.

WSLR-LP has various logging requirements of every programmer. Some logs you will fill out every time you enter the studio, some only occasionally. It is extremely important that you fill out all necessary logs regularly and faithfully at all times.

Program Log.

When you enter the studio for your scheduled broadcast you must sign in (and out) as the "Certifying Operator". This log is essentially just an account of who was in charge of the studio, when and for what purpose. Be sure to fill out all fields faithfully. Pay special attention to your Legal ID times and what community events (or PSA's) you announced during your show, and fill the log out accordingly. The log of announcements is especially helpful to the programmers that follow you, so they know which announcements not to bother repeating.

Playlists must be filled out completely and accurately for every hour of every show you do. A complete playlist consists of your FULL name, the date, the type of show you're doing, your time on and off the air, and everything that you played on the air. In addition, you must include the exact times that you read the station IDs, PSAs, underwriting announcements, and any other special announcements.

Do not repeat songs from the previous show - check the playlist before you go on-the-air so that you don't play the same songs. Also, avoid playing the same bands, songs, and/or new releases every week. Try to make your show a different listen for returning listeners.

All shows should offer an alternative to other Sarasota stations. As an innovative community station, we exist to provide our listening audience with music and information unavailable elsewhere on the mainstream media, and should seek to give exposure to artists and issues which are not getting commercial airtime.

Underwriting announcements are also to be read and logged at specified times during your show, and should be taken seriously. People pay us to mention their businesses and therefore we cannot misread or mock their announcements, or ignore their space on the air.

Political Log

Complete this log if you invite a political candidate or elected official to be on your show. Even if they decline, the invitation should be recorded.

Community Service Log

We need to document that we are serving the needs of the community. Please document any interviews/stories you cover on your show related to emergency preparedness, community health, non-profit activities, etc.

Public Service Log

Record any current events that you cover on your show in the Public Service Log.

Volunteer Log

Please keep track of both your on-air and off-air volunteer hours in this log book.

Equipment Trouble Log.

It is unlikely that if a piece of equipment starts acting badly, there will be a technician close by to deal with it. Because of this it is important to log all instances of equipment trouble or failure. Technicians regularly review the log and respond to technical problems as they are made aware of them. Please try to write legibly.

The **Emergency Alert System Log** will be compiled automatically, so you do not have to worry about it. Know that we are a part of the emergency alert system and in an emergency or during a test the EAS will cut into your program. The EAS Handbook is located in the right hand desk drawer of the studio console.

Comment/Complaint Log.

If a member of the public calls or enters the station in order to complain, it is incumbent on anyone who receives this person to accommodate them as best as is possible and to log the interaction as accurately as possible. Though you may be too busy to discuss the issue with them at the time (if you are on the air or performing some other task), ask them for their name and phone number and a brief description of the complaint/comment and assure them that someone will get back to them. Be sure to log all information received. The Programming Committee makes every effort to field these complaints/comments, but cannot if they aren't logged properly.

Professionalism -WSLR seeks to improve the overall sound of the station. This involves the manner and way that DJs present themselves on-air. The following are some ways to improving the DJs presentation:

1. Microphones - Every DJ or interviewee MUST have a mic. The mic must be placed within six (6) inches directly in front of the speaker's mouth (not above, to the side, or two feet in front). All microphones have a specific pattern, and all sound outside of this falls away or is distorted. If a person is "Popping their P's" or "Slinging their S's", shift the mic slightly to the side and "talk through" the mic pattern.

2. Telephone - Answer the phone in a courteous way by identifying the station.... "Hello, WSLR".

3. Non-verbals - Remember that the audience cannot see your nonverbal gestures or hand movements, etc., so either describe what is happening, or drop it and move on to something else.

4. Mistakes - Mistakes can happen to each of us, and it is best to correct them as quickly as possible and move on. Do not bring them up to the audience, as most listeners will never notice anyway.

5. Write it down - Use a pen and paper to write down what you would like to say before saying it on-air. This will bring order to your thoughts, and will give you confidence to know what needs to be said versus what is just rambling.

6. Music Requests - There are two ways to receive music requests.

A. Studio Line - At least once per shift, give the WSLR Studio Line phone number. If the music request does not fit your programming style, thank the caller and let them know that you will pass on the request. Do not tell them to get lost or that they are stupid. Doing so could bring disciplinary action from the Station Manager. Treat each caller as a customer.

B. Online Request Line - We are accepting music requests online at dj@wslr.org. Each DJ should view the comments/ music requests at least once per shift as these comments can be useful in improving our music selection and our overall professional "sound".

7. Bodily sound - It is unprofessional to snort, sniffle, blow your nose, burp, or pass gas over the air. If you have a cold, use precautions to keep these distracts to a minimum.

8. Dead Air - According to F.C.C. regulations, it is illegal to have more than five (5) seconds of dead air or silence while the transmitter is on. DJs are encouraged to make smooth segues as quickly as possible between music and programming. If something is not working properly, move to something else as soon as possible.

Voice Breaks and Announcing

1. There should be a voice break every fifteen minutes, at the minimum, and must include the specified announcement or PSA.

2. During each voice break you must also backlist - announcing the music you just played for the past fifteen minutes. Be clear about the order in which you list the tracks. You can also front announce - simply stating the song that is going to start the next set.
3. Give your name on the air so your listeners will know who they're hearing.
4. Mention the WSLR phone number and that we take requests (if you want to do so on your show). Playing requests makes your listeners happy and might expose you to new music.
5. Enunciate, speak clearly, slowly, and directly into the microphone.
6. Voice levels should be as loud as the music levels. Make sure you know the proper levels when speaking over the air, to ensure that people can hear you and also to ensure that you are not blowing their speakers out with your voice. If you want to play music under your voice break please use the headphones to check your levels.
7. Try not to move around, shuffle papers, drop things, scream out to other people who may be in the broadcasting room while on air - everyone can hear it, and it doesn't sound good.
8. If you are the last DJ on the air, begin the automation programming set up on the computer.