

3RPC Presenters Training Check List

Name of Trainer				
Name of Trainee				
Training Start date	Training Finish Date			
Has been trained to use	Studio 1	Studio 2		
Panel				
Microphone Use				
Headphones				
CD Players				
Turntables				
Cassette Player (Tape Deck)				
Phone				
Computer - IPod's etc				
Switch to and from Overnight (CRN)				
DVD Player when to use				
Has been shown how to read				
Weather forecasts				Lost & Founds
Sponsorship reads			Funerals	
Community Service Announcements (CSA's)			Birthdays	
Has been shown how to				
Live Station ID's & time calls			Studio log book - fill in	
Library computer - how to use			Phone messages - what to do	
Borrowing and returning of music - what to do				
Has been shown where to find				
Emergency Phone & Numbers			Visitors book	
Station CD's - Promos etc			Recycle Box	
Log Sheets			First Aid Kit	
Community Service Announcements (CSA) Book			First Aid Book	
Lost & Found Book			Incident Report	
Play Sheet box			Kitchen/Toilets	
Yellow Envelopes/Presenters Fees			Pigeon Holes - Notice Board	
Has been explained the following				
Station Security			How to record your program	
Fax Machine - if jammed do not turn off			Presenters Agreement	
Fax Machine - Refill paper			Presenters Guidelines	
Door light			How to make a complaint	
Phone light			What to do if a complaint is received.	

Trainers Notes.

Slides, Buttons, Vu Meters, Knobs

Hand Span, how to move, check connections, speak normally - do not shout - open mic will pick up all noises, feedback

Must use, if headphones are too loud will cause feedback (High squeal when mic is open)

Arm rest, do not put anything (e.g. CD's) on turntables, treat gently

Turn on first before putting tape in otherwise it starts recording

How to answer and use of speed dial and where to find numbers in both studios

Where to find computer port, IPods(where to plug in) important to return CD/USB to CD when program finished

What lights need to be on

Explain that only will go to air in Studio 2, if you want to use Studio 1 must turn off in studio 2 first

Speak clearly

Speak clearly no extra comments

Speak clearly no extra comments, check expiry date and read what is under the line where applicable

Speak clearly

Speak clearly no extra comments, check expiry date

Speak clearly, todays only

Explain the importance of presenting these in different formats

Any faults or damages write in log book, even if the damage was done when they arrived

If call not for you, write message in book clearly making sure you have got the caller's name, number, who for and reason for call. Okay to give out presenters numbers to other presenters looking for a fill-in

Explain use of and last presenter at night to make sure it's turned off.

Explain the procedure, show where procedure is

Can write message on scrap piece of paper, making sure that you write clearly in book as soon as possible. Put to air as soon as possible.

What to put in there, presenters fees, other faxes other than weather, funeral and news.

all old forecasts, funeral notices, news headlines to be placed in this box.

Payment of fees, when due, what to do, where to place

You will be allocated one, check each time you are in studio. Check the notice board every time you come into the studio

One (1) visitor per program must write in book

Where to find

If you use first aid kit write it the injury book what you used and why you used it.

When to use

If you use a cup, spoon etc, wash, wipe, put away, clean t-towels and towels in cupboard.

Where to put dirty towels. Show were spare toilet and hand towels rolls are kept.

Explain the importance of keeping doors locked and make sure you check street door when previous presenter leaves

Explain why - if left on when there is a paper jam or lack of paper, the fax retains received faxes in memory once problem the is fixed they will then print.

Provided but any donation towards the purchase of these, gratefully received.