



*Playing  
the music  
we love...*

## WNHU-2 TRAINING PROTOCOL

Revised: 12/27/2018

## WNHU-2 Training Protocol

---

WNHU-2 is an online-only student stream broadcasting from studios in the Lois Evalyn Bergami Broadcast Center at the University of New Haven. The stream is a place for students to train for an FM show, to conduct interviews and create podcasts for shows and class projects, and to express themselves in a creative and less structured environment.

This protocol is designed to give student hosts the basic skills required to operate the stream. To be assigned a time slot, students must demonstrate an ability to transition in and out of automation, run the board with minimal dead air, perform good segues between songs, and insure proper and consistent levels for talk breaks and music.

### Controversial Content

---

Students may air controversial content on WNHU-2, as long as it conforms to the University's standards set forth in the Charger Compact, and is preceded (and followed) by the WNHU-2 Explicit Language Disclaimer; ***"This program contains explicit material, and may not be suitable for some listeners. The views expressed on WNHU-2 are those of our students alone, and don't necessarily reflect the views of the station or the University of New Haven."***

- You may not air content that is offensive, discriminatory, or hateful based on race, gender, ethnicity or sexual orientation.
- You may play music with explicit lyrics on WNHU-2, as long as you announce the disclaimer each time you break.

### Show Prep and Studio Setup

---

It is important to prepare for your show in advance, and to arrive with enough time to prepare the studio;

- You should arrive at least ten minutes before your show and check the condition of the studio. If technical problems exist, please email our chief engineer, John Ramsey, (jramsey at wccc.com) immediately. If the studio was left in poor condition, please notify the station manager (nicoleritsick at wnhu.org) and the general manager (bbarber at newhaven.edu). If another show is in progress, enter the studio and discuss plans for the transition with the current host.
- Be sure that you and/or your guest(s) have left food/beverages in the hall outside the studio or in the student lounge in the basement. (You and your guests may have a SEALED water bottle on the floor, but it should never be on a console or the studio furniture.)

- If you'll be using the studio PC, turn it on using the small power button on the front panel. (If the PC has been left on, you can restart the computer to begin a fresh session.)
- If you're playing music using a laptop or digital device, have a playlist ready to go when you arrive for your show, with the songs downloaded to your device. (You should use the ad-free version of services such as Spotify.) Your device should be connected via the headphone port using the 1/8 inch auxiliary jack found on the left side of the board. The volume for the digital device should be set between half way and three quarters, and adjusted so that it generates proper levels when the fader is set to the hash mark.
- If CDs are to be used, power on the CD players. (Each CD player has a dedicated fader on the board, and pressing "ON" will begin the selected track.)

## The Board, Headphones and Studio Monitors

---

The board in the WNHU-2 studio is made up of level meters, volume controls for headphones and monitors, and eight faders, each dedicated to a different audio source (Mics 1-4, AUX 1, connected to the the auxiliary cable, CD !, WEB PC and AUTOMATION).

- When a fader is set to "ON" and faded up, that audio source is sent out to the stream, which is routed via the "PGM 1" button at the top of each fader. ("PGM 2" feeds the studio PC.)
- Headphones for you and your guest(s) can be found in the metal cabinet near the entrance to WNHU. Headphones must be worn whenever the mics are on, without exception. You need to be able to monitor (and balance) the levels from the audio sources you're using, and your headphones provide valuable real time feedback in this regard.
- Using the "Headphones" knob, adjust the headphones so the levels are comfortable. Guest levels can be adjusted using the Behringer headphone amp in the rack to the left of the studio PC.
- Speakers are located under the studio consoles, and are controlled by the "MONITORS" knob when PGM 1 is selected. Volume should be kept at a reasonable level, as WNHU shares space with University professors on the second floor.
- If you wish to preview material before airing it, select PGM 2 on the fader for that source and press PGM 2 above "MONITORS" to listen over the speakers. (You can perform the same function by selecting "PREVIEW IN HEADPHONES" above the "HEADPHONES" volume control.)
- The monitors will mute when the mics are set to "ON" to avoid feedback — this is another reason why headphones are needed when speaking on mic.
- Be sure to shut the door to the studio before beginning your show.

## Levels

---

Maintaining proper levels is an extremely important in achieving a professional sounding show. When you speak — or play music — the meters should peak around -12 dB, and not be in the red.

- Determine which fader(s) you'll be using and turn the channel strip(s) on by pressing the "ON" button.
- Above the "ON" button is the fader, which feeds audio from that source to the board. Set the fader to the bold hash mark (which shows -10 dB), and make any adjustments as needed to maintain proper levels.

## Starting Your Show: Automation and Show Transitions

---

Station Playlist, WNHU-2's automation system, plays music (and station IDs) between live shows.

- To transition from Station Playlist to a live show, simply fade down the "AUTOMATION" fader , identify the stream ("***You're listening to WNHU-2, the online student stream from the University of New Haven***"), and begin your show.

## Mic Breaks and Station Identification

---

- You should "break" to talk on a consistent basis — but not *too* often. A good rule of thumb is to break after every two songs at the most, and every four songs at the least, with 3 songs being the "sweet spot".
- When preparing to break, put on the headphones, activate the microphone by pressing "ON", and fade up the mic to the black hash mark at -10 db as the music ends.
- Speak conversationally — a good rule of thumb is speak from about a fist length (approximately 4 to six inches) away from the mic.
- Always identify the stream first: "You're listening to WNHU-2, the online student stream from the University of New Haven. My name is ... and that was...".
- Stick with one train of thought per break. Imagine a friend sitting across from you, and speak conversationally. Avoid vocal "crutches" such as "ah" or "um", and If you make a mistake or stumble on your words, keep going — it's a normal part of conversation!
- Finish your break by announcing your next song followed by "You're listening to WNHU-2, the online student stream from the University of New Haven").

## Mixing Music

---

- If you're using Apple Music or Spotify on a laptop or tablet, use the setting in your to crossfade songs in your sets.
- Some deejays like to curate themed sets/playlists, and others enjoy matching sonic qualities between longer sets to take the listener on a journey. There are no hard and fast rules for doing this, however, as one of the great things about doing a show on WNHU-2 is the creative freedom that comes with it!
- Keep your segues "tight" with proper and consistent levels, and avoid "dead air".

## Back (and Front) Selling

---

- After the station identification in each break, you should announce your name — and the show title — as often as you feel it's necessary.
- You should then announce (or "backsell") the music you've just played. Be sure to mention each song in case a listener tuned in during the set and wants to know a song title and artist.
- During the backsell, feel free to tell your audience about the the artist, and why you chose the songs you've just played. (This provides valuable context.)
- When it's time to play your next song, you should "frontsell" it, giving the song title and artist, before identifying the station.

## Finishing Your Show: Automation and Transitions

---

- To transition from a live show to Station Playlist, simply fade up "AUTOMATION" after your last song.

## Studio Cleanup

---

It is vitally important that you show respect for the University's facilities. After **EVERY** show, ***The WNHU studios must be left in a clean, orderly condition:***

- Automation should be faded up to the proper position for optimal levels.
- All other faders should be faded down, and only "PGM 1" should be selected for the faders (and for "MONITORS").
- The "MONITORS" volume should be set to approximately  $\frac{1}{4}$  in the small "CONTROL ROOM" display.
- CD players and the studio PC should be powered off.
- The mics (and chairs) should be returned to their proper positions.
- The laptop stand (and the aux and power cables) should be returned to their proper positions.
- Notes and personal items should be removed.
- The shade should be drawn one quarter of the way down from the top of the studio window to the first row of small windows.
- The lights should be turned off.
- The door should be propped open using the kick stop.