



*Playing  
the music  
we love...*

# WNHU TRAINING PROTOCOL

Revised: 12/27/2018

# WNHU Training Protocol

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WNHU is the FCC-licensed, non-commercial educational radio station of the University of New Haven. The station operates as a lab for student learning, and as a source of culturally and ethnically diverse programming for the communities we serve.

This protocol is designed to give WNHU hosts — students, alumni, faculty, staff and community volunteers — the basic skills required to operate the station.

## FCC Regulations, Controversial Content and Station IDs

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It is your responsibility as “Operator on Duty” to be aware of the FCC rules and regulations governing the operation of a non commercial educational FM radio station, including, but not limited to: guidelines for top of the hour IDs, the public file, payola and plugola, invasion of privacy, slander and public endangerment. A full list of these rules can be found on the FCCs website; <https://www.fcc.gov/media/radio/public-and-broadcasting>.

You may not air controversial content of any kind on WNHU. This includes content that is offensive, discriminatory, or hateful based on race, gender, ethnicity or sexual orientation. In addition;

- You may not play music with explicit lyrics on WNHU, and, as a result, it is your responsibility to screen all of your music. Playing music with explicit lyrics may result in an immediate suspension of your broadcasting privileges.
- You may not promote businesses, services or events of any kind — or conduct interviews — without written permission from the station manager and the program director.

## Show Prep and Studio Setup

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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 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.)
- 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.

## The Board, Headphones and Studio Monitors

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The board in the WNHU studio is made up of level meters, volume controls for headphones and monitors, and fourteen faders, each dedicated to a different audio source (MICS 1-4, the phone module, Zetta Auto for automation, AUX 1 and 2, CD 1-3, TURNTABLE and Web PC).

- When a fader is set to "ON" and faded up, that audio source is sent out over the air — and 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 right.
- 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

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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

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Zetta, our professional-grade automation system, plays music (and station IDs) between live shows.

- To transition from Zetta to a live show, wait for the instrumental music at the top of the hour. Fade down the music, give a legal ID ("WNHU West Haven"), and begin your show.

## Mic Breaks and Station Identification

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- 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 station first: "From the University of New Haven, you're listening to eighty eight point seven WNHU, playing the music we love. 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 eighty eight point seven WNHU". (You should add "West Haven" after "WNHU" at the top of **EVERY** hour — this is a "Legal ID", and is mandated by the FCC.)

## Mixing Music

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- If you're using CDs, preview your tracks and use the faders so that segues (the transitions from song to song) flow naturally.
- 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 college radio 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

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- 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

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- To transition from a live show to Zetta, wait until :59 (when the instrumental bed begins playing), fade down your music, and fade up automation on the "Zetta" fader.
- When transitioning from a live show to another live show, finish your show with a final song timed to end at (or close to) the top of the hour. When your last song is playing, the next host should take control of the board. When that song ends, the next host should perform a legal ID and begin their show. (If both hosts are using laptops, the second Aux fader should be used to ease the transition.)

## Studio Cleanup

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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.