



***Playing
the music
we love...***

WNHU TRAINING PROTOCOL

Revised: 6/3/2019

WNHU Training Protocol

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.

Equipment: The Board, Headphones and Studio Monitors

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.)

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.

**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.

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.

Controversial Content

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 (rebeccasatzberg at wnhu.org) and the program director (pjtucker at wnhu.org).

Responsibilities: FCC Regulations and Mandatory Legal IDs

It is your responsibility as "Operator on Duty" (Or "OOD") 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>.

***MANDATORY* Top-of-the-hour Legal ID**

The FCC mandated top-of-the-hour **LEGAL ID is announced between :55 and :05 at THE TOP OF EVERY HOUR!**

The legal ID is: “From the University of New Haven, you’re listening to eighty-eight point seven WNHU West Haven, playing the music we love”.

Failure to perform a legal ID will result in an immediate suspension of your broadcasting privileges.

Show Prep

It is vitally important that you are prepared for your show when you arrive. You should compile your playlist and have an overall idea of the theme of that day’s show before you arrive at the studio. (Hosts with physical media such as albums or CDs will also need to have them in place before their show begins.)

*If you’re using Spotify, you must use the commercial free version.

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”. (Talk shows should stop to identify the station every 15 minutes.)

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 to 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...”.**

Identifying the music you’ve just played is called the “backsell”. 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 artist, and why you chose the songs you’ve just played. (This provides valuable context.)

**Tips for your breaks: Imagine a friend sitting across from you. Speak conversationally and avoid vocal “crutches” such as “ah” or “um”. If you make a mistake or stumble on your words, keep going — it’s a normal part of conversation. Stick with one train of thought per break—you don’t want to overwhelm your listeners with too much information!

When it’s time to play your next song, you should “frontsell” it, giving the song title and artist, before identifying the station: ***“Next up, this is ... by From the University of New Haven, you’re listening to eighty-eight point seven WNHU, playing the music we love.”***

Mixing Music

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!

*Remember to keep segues tight and avoid “dead air”. 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 to crossfade songs whenever possible, or purchase an app that allows you to segue between songs such as “Deejay” for the Mac.

Arrival Time and Last Talk Break

The operator on duty (OOD) must arrive at the studio at least five minutes before the top of the hour WITHOUT EXCEPTION. If the OOD has not arrived by :55, the automation should play.

Your last talk break must end **NO LATER** than 5 minutes before the top of the hour (:55). All hosts (Including talk shows) should be playing music between :55 and :00.

(If you arrive late for a two-hour show, you may begin your show at the top of the second hour.)

Automation and Show Transitions

To transition from AUTOMATION to a LIVE SHOW, the OOD should be seated behind the board with music ready to play (from CDs, a laptop, or the studio PC) by :55. You should put on the headphones at :59 and have your first song ready. When Zetta goes silent at :00, you should fade down the “Zetta Auto” fader, turn on and fade up your mic, and give a legal ID;

“From the University of New Haven, you’re listening to eighty eight point seven WNHU WEST HAVEN, playing the music we love.”

Then you can begin your show with an opening talk break or your first song.

To transition from a LIVE SHOW to another LIVE SHOW, you should be in position to take over at :55 when the previous host starts their last song. (**If you are both using laptops or other digital devices, use Aux 1 and Aux 2 to facilitate a seamless transition. There is an extra RCA to 1/8 inch aux cable in the drawer beneath the Beringer headphone amp in the rack to the right of the board.)

You should put on the headphones at :59 and have your first song ready. At (or near) the top of the hour (:00), you should fade down the previous hosts’ audio source, turn on and fade up your mic, and give a legal ID;

“From the University of New Haven, you’re listening to eighty eight point seven WNHU WEST HAVEN, playing the music we love.”

Then you can begin your show with an opening talk break or your first song.

To transition from a LIVE SHOW to AUTOMATION, finish your last talk break by :55, and at :00 you should fade down your music.

As you fade your music, just after the top of the hour (between :00 and :10), turn on and bring up the “Zetta Auto” fader to the hash mark. You will hear silence until :10, at which point the automation will play a legal ID followed by the next hour of music.

**Each hour in automation features 10 seconds of silence at :00, followed by a legal ID and music at :10.

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 hash mark 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 stands (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.