

Ron O'Brien Studio In Philo

Public Affairs show Pre-Air Checklist

- 1.** Get to the studio at least **15 minutes** before your show.
- 2.** Check your physical mail box if you have one.
- 3.** Check program log for special notes.
- 4.** Check **DJ@kzyx.org** email for messages from staff and weekly promos to **forward promote** during your show.
- 5.** **Take a look at the DAD Playlist to see what's happening just before your show and just after**
- 6.** Make sure the **Delay** is on and showing **7** seconds. (Press **start** if not on already)
- 7.** To remove the distraction of incoming sound, you may pot down outgoing programming as long as the board source is **NOT** in **M**. (OK if **N** for NPR, **S** for Satellite, **D** for DAD Playlist etc.)
- 8.** Check to see that phone lights are on. If not reboot the phones.
- 9.** Turn on main mic 1 and pot it up and make sure you can hear yourself.
- 10.** Test CD players, streamer, turntables etc. Have music standing by in case of a technical problem.
- 11.** Prepare your theme song, Turn to correct page in array and turn on array. Or prepare your CD.
- 12.** Call your guest at least **10 minutes** before your show to make sure you can get ahold of them, and that the phones are working. It is best not to put listeners on hold in order to call your guest while you are on-air.
- 13.** Check in-studio guest mic's being used.
- 14.** Read through underwriting **out loud** so you don't stumble on the air.
- 15.** Make sure monitors are in "Program" and pot up CD players, Array etc..
- 16.** Reintroduce your guest(s) and topics often. Mention they are listening to KZYX.
- 17.** **Watch the time. Plan for the end of your show.** Make sure referral and contact information are conveyed and that you close the show gracefully and Promote the next program.
- 18.** Clean up after yourself. Throw away papers you used, and put away CDs.