

# On-Air Studio Checklist

NO.	ITEM	INSTRUCTOR	EVALUATOR
	<b>WKNC Station Logs and Procedures</b>		
1	Demonstrate signing on and off duty in the operating log		
2	Demonstrate how to do a Legal ID at the top of the hour		
3	Demonstrate how to set up and log a :00 or :20 break		
4	Explain wknc.org's Intranet features		
5	Demonstrate how to enter tracks played off CDs or vinyl into wknc.org's Control Studio Log		
	<b>Control Board</b>		
1	Identify functions of all channels on the control board		
2	Explain headphone and monitor controls		
3	Demonstrate use of cue system		
4	Demonstrate appropriate meter levels		
5	Explain the select A/B switches		
6	Demonstrate difference between air monitor and program monitor		
7	Explain how a mixer (or other device) could be brought up through the board		
	<b>AudioVAULT</b>		
1	Demonstrate switching between automation and manual mode		
2	Demonstrate sorting carts by title, artist and length		
3	Demonstrate pulling up carts from specific tabs		
4	Demonstrate how carts can be arranged to play continuously in manual mode		
5	Demonstrate starting and pausing carts		
6	Demonstrate using the preview button to audition a cart		
7	Explain the necessity of clicking auto segue when running in automation mode		
8	Explain the purpose of the GTL Simple element		
9	Demonstrate changing the layout so other tabs are visible		
	<b>Compact Disc Players</b>		
1	Cue CD to prepare for playback		
2	Demonstrate how to play a cued track on air		
3	Demonstrate how to switch the time display mode and playback mode		
	<b>Miscellaneous</b>		
1	Explain the procedure for doing an on-air giveaway		
2	Explain why WKNC does not allow live phone conversations (except in talk shows)		
3	Explain how to check the Wolfpack Sports schedule		
4	Do an air break		
5	Demonstrate returning studio to a 'normalized state' upon completion of shift		