

Name: \_\_\_\_\_

## Level One Board Op Training

### FM Jock Checkoff

#### 1. Basic functions of the board:

-Turning mics on/off \_\_\_\_\_

-Pot up/down \_\_\_\_\_

-Volume control (Headphones, control, etc) \_\_\_\_\_

-Appropriate levels \_\_\_\_\_

-Cue \_\_\_\_\_

#### 2. AV Air basics:

-Auto Seg \_\_\_\_\_

-Insert (Ctrl-I, Click and drag from folders) \_\_\_\_\_

-How to read the playlist \_\_\_\_\_

-Red/Yellow files (How to handle) \_\_\_\_\_

#### 3. Transmitter:

-How to fill out sheets \_\_\_\_\_

-How to take transmitter readings \_\_\_\_\_

-What to do if something is wrong \_\_\_\_\_

#### 4. Phone calls:

-What to do/How to answer \_\_\_\_\_

#### 5. General booth rules

\_\_\_\_\_

#### 6. Miscellaneous:

-Location and access of public file \_\_\_\_\_

-What to do if FCC shows up \_\_\_\_\_

-What to do with power outages/fire alarms \_\_\_\_\_

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## Level Two Board Op Training

FM Jock Checkoff

### 1. Timing:

-How to backtime \_\_\_\_\_

-When to use the Filler List \_\_\_\_\_

-How to hit AP \_\_\_\_\_

### 2. AP Wire:

-How/When to use (Show prep, sports, news) \_\_\_\_\_

### 3. Recording and editing phone calls:

-360 basics (Cut, erase, etc) \_\_\_\_\_

-When we play recorded phone calls \_\_\_\_\_

--How to play a Live Phone Call \_\_\_\_\_

### 4. EAS:

-When? (Monthly/weekly) \_\_\_\_\_

-How? \_\_\_\_\_

### 5. Miscellaneous:

-What to do if a winner comes to the station \_\_\_\_\_

-Recording weather \_\_\_\_\_

-When requests are played \_\_\_\_\_

-Keylist (How to obtain keys) \_\_\_\_\_

-Webcast (How to restart, etc) \_\_\_\_\_

-AP Satellite signal strength \_\_\_\_\_

-How to record in newsroom \_\_\_\_\_

-School closing codes \_\_\_\_\_