

# ON-AIR STUDIO CHECKLIST

NO.	ITEM	INSTRUCTOR	EVALUATOR
<b>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 not from AudioVAULT into the Control Studio Log		
<b>Control Board</b>			
1	Identify functions of all channels on the control board		
2	Demonstrate appropriate meter levels		
3	Explain the select 1/2 switches		
4	Explain difference between air monitor and program monitor		
5	Explain how a laptop (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		
<b>CD 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	Demonstrate how the dump button works		
4	Explain how to check the Wolfpack Sports schedule		
5	Do an air break		
6	Demonstrate returning studio to a 'normalized state' upon completion of shift		

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