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
Name:________________

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