

ON-AIR STUDIO CHECKLIST

NO.	ITEM	INSTRUCTOR	EVALUATOR
	Logs and Procedures		
1	Demonstrate signing on and off duty in the operating log		
2	Demonstrate how to check the program log for scheduled DA/PSA breaks		
3	Demonstrate how to enter tracks played not from AudioVAULT into Spintron		
4	Demonstrate how to switch between HD-1 and HD-2 accounts in Spintron		
5	Demonstrate how to begin a new playlist in Spintron		
	Audio Board		
1	Identify functions of all channels on the audio board		
2	Identify each microphone by number and explain what happens when the mic is on		
3	Demonstrate appropriate meter levels		
4	Explain difference between air monitor and program monitor		
5	Explain how a laptop could be brought up through the board		
6	Identify where the aux cord is located in both HD-1 and HD-2		
7	Demonstrate how to switch between Air and Production mode in Studio H		
	AudioVAULT		
1	Demonstrate switching between AudioVAULT and your device		
2	Demonstrate how to find a specific track and cue it for airplay		
3	Demonstrate starting tracks		
4	Demonstrate using the preview button to audition a cart		
5	Explain how the auto segue button works and what color it needs to be in automation		
6	Explain the purpose of the GTL Simple		
	Miscellaneous		
1	Explain the radio station's #1 rule		
2	Explain the procedure for doing an on-air giveaway		
3	Explain wknc.org's intranet features		
4	Demonstrate how the dump button works		
5	Explain how to check the Wolfpack Sports schedule		
6	Do an air break		
7	Demonstrate returning studio to a normalized state upon completion of shift		