

# On Air Studio Rules and Procedures

1. **No Food or Drink anywhere in the studio:** Food or Drink accidentally spilled on our mixing board will cause irreparable damage to the Wheatstone console. To replace the console would cost around \$30,000 – so please don't bring food or drink into the studio. If you need a drink or food please keep it in the hallway outside of the studio. You are also responsible for ensuring guests during your show do not bring food or drink into the studio.

2. **No smoking, alcohol or drug use while programming on-air:** There is no smoking allowed anywhere in the University and smoke is extremely damaging to audio equipment. Programming while under the influence of alcohol or drugs generally doesn't create good radio, and [The Broadcast Act](#) dictates that we can't consume either in the radio station. If the University or CRTC receives a complaint about possible illegal activities of whatever type happening at the station, it could jeopardize our broadcasting license.

3. **Show up at least 15 minutes before your show:** Programmers must show up at least 15 minutes before their show and be prepared to start programming at the top of the hour. Always play a Bridge and an ID between shows, this indicates to the listener that a change in programming about to happen.

4. **Leave the studio promptly once your show is done:** Organize your CD's, papers, bags and coats so that you can leave quickly once your show is over. Often it is good to start this during your last song or within the last five minutes of your programming. Also make sure you show ends when it is supposed to, it is not fair to other programmers to go overtime into their shows.

5. **You are responsible for the conduct and behavior of your guests:** If you have guests on your radio show you are responsible for ensuring that they don't violate CHUO's rules and policies. This includes what they say while on the air, how they treat station property and other people at the station.

6. **Don't alter the setup of the studio without asking permission:** Please don't change settings on things such as the Wheatstone mixer, the computer, or the CD players. If you use an extra microphone during your show or use a piece of equipment through the remotes, please ensure that the studio is returned to way that was before you began your show. If you feel changes need to be made to suit your program please discuss with the Program Director.

7. **Keep the studio clean:** over 150 volunteers use the on-air studio and they should not have to deal with your mess. Please take any papers or CD wrappers that you use out of the studio when you're done. If you find garbage in the studio please throw it out.

8. **If something is broken:** in the studio ( that is not a critical piece of broadcast equipment,) please fill out a fault report, which are located on the bulletin board in the

studio. If something has gone **drastically wrong** (you can't get a signal from RFI, nothing is coming out of the board, we are not broadcasting etc.) please phone the emergency contact numbers for CHUO staff listed in the on-air studio Starting with the Station Manager. If there is a programming emergency contact the Program Director.

**9. Try to avoid entering the studio when a host is speaking on-air:.** You can tell that host is speaking on-air if the light outside the studio door is lit up. If you must enter the studio while a host is speaking on-air, be as quiet as possible and do not distract the on-air host.