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The Handbook: WMFO RADIO STATION MANUAL

LAST UPDATED: September 2003
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The Handbook: WMFO Radio Station

Manual

September 20, 2002

Brief History of Radio: WMFO Past, Present & Future

WMFO Medford 91.5 FM is a student-run radio station. Since WMFO is considered a student activity at Tufts University, the Council III (or Media) councilperson reviews our budget every year. The budget comes from the Tufts Community Union (TCU), paid for by the student activities fee, which all enrolled Tufts undergrads must pay. WMFO is a non-commercial educational and community radio station and began broadcasting freeform music in January of 1970. WMFO has a 125-W unidirectional signal and broadcasts at 91.5 MHz on the FM band. The boundaries of our FM broadcast are:

To the North – Melrose

To the West – Watertown

To the South – Allston/Back Bay

The WMFO staff has both students and alumni, and local community volunteers. By the TCU constitution and the WMFO constitution, the radio station must be student-run. Therefore, the executive board officers must be students.

How WMFO Works

WMFO Constitution

Like all Tufts University student organizations, WMFO has a constitution that is less than an engaging read. However, it outlines the structure of WMFO and all legal procedures, so it is good for all staff members to be familiar with. The constitution can be viewed from the yahoogroups.com files section (see email lists for more information), from our Public File at the station, and a copy can be read online at the Office of Student Activities website.

Behind the Curtain: Who We Are and What We Do

WMFO staff consists of Student Members and Community Volunteers. Since the student activities fee funds WMFO's budget, only students can hold elected positions and vote. The elected positions make up the Executive Board. The Exec Board is:

- **General Manager** - gm@wmfo.org
The General Manager is in charge of the whole station. The GM authorizes purchases, is the signatory for the senate, and guides the direction of the station. The rest of the Exec Board is there to assist the GM in five different ways.
- **Assistant General Manager** - assistantgm@wmfo.org
The Assistant GM is also a signatory for the senate, and helps keep the station operating smoothly.
- **Program Director** - pd@wmfo.org
The PD is responsible for the content broadcast from 91.5 FM. The PD maintains the staff list, card access to the station, and assembles the programming schedule, determining the time slot for each show.
- **Music Director** - music@wmfo.org
The MD is essentially responsible for maintaining the music library at WMFO.

This includes ensuring that record labels are sending music, and that it is being inputted, charted, sleeved, and filed. The Music Director is in charge of the music department, which receive new music from various record labels and tickets to events in the area.

Operations Director - ops@wmfo.org

The Operations Director maintains the equipment at WMFO. The Operations Dir ensures that broken equipment is repaired or replaced, and computers upgraded. The Ops Dir also works along side WMFO's chief engineer, Michael LeClair.

- **Training Director - training@wmfo.org**

The Training Director makes sure the staff is updated on new policies and procedures. The position also includes the creation and maintaining of an effective training curriculum, along with advising the other officers.

- **Publicity Director - publicity@wmfo.org**

The Publicity Director is responsible for publicizing WMFO to maintain a strong listening audience. Any form of publicity, from logo design to tabling at rock shows to creating and distributing program guides, falls under the Publicity Department.

Staff Mailboxes

The Exec Board as well as certain other staff members and volunteers have their own mail folders in the big metal filing cabinet, in the WMFO lounge room. Opening someone else's mail is not only impolite, but a federal offense.

Public File

The Public file is a filing cabinet in the lounge room of WMFO. It contains archives of legal information for the station, as well as copies of correspondences from the station. Also, archives of FCC log-sheets, and copies of our license information. By FCC law, The public file must be accessible at all times. Check it out and see for yourself what's there. If someone from the FCC ever comes to the station, you need to be able to direct him or her to the Public File, so know where it is.

Website, Phone Number

www.wmfo.org

Listener Line: 617-627-3800 (when busy, the redirected line: 617-627-3801)

Business Line: 617-625-0800

Filling Out A Schedule Form

All DJs are required by the programming department at the beginning of each semester and summer to fill out a schedule form. This must be done in order to keep our staff list updated, to ensure everybody has card access to the station, and to help assign time slots. Forms are available at the end of each semester for the semester that follows.

All DJs are required by the programming department at the beginning of each semester and summer to thoroughly and accurately fill out a schedule form ON TIME. By doing so, the WMFO staff list stays up-to-date, the Program Director can give card access to the station, assign time slots and sub lists for shows. The other directors (Music, Publicity, Training, Operations, Webmaster) can contact those who will volunteer in their department. It is vitally important that each DJ who would like a show in the upcoming semester obtain and fill out a schedule form and do so ON TIME.

Card Access - Getting Into Station (Plus Calling Police)

The Tufts Department of Public Safety has a copy of the staff list. This is the list of all the people who have access to WMFO. Staff members get access cards that grant access to the stairwell and upstairs door (certain people's cards will also open the Music Department door). For Tufts Students, just swipe your Tufts ID, for Community members, cards must be made by the Dept. of Public Safety. The Dept. of Public Safety is pretty much synonymous with Tufts Police Department (TUPD) If you are on the staff list and your card does not work, then you should call the Police and let them know this. They can activate your card lickety split. If you are NOT on the staff list, but you're a recent staff member, you should fill out a card access request form, and put it in the PD mailbox. (these forms should be available in the filing cabinet near the mailbox folders.) If your card doesn't work, common practice has been to call the station from outside and ask the current DJ to come down and let you in. People are more than happy to oblige.

Curtis Hall is locked at around 1am each night and opened at 6am in the morning. When Curtis Hall is locked, you can either call up the station and ask the DJ to 'buzz you in' (there is a button near the intercom to press for a few seconds – not repeatedly! – that will unlock the door to Curtis Hall) The door will go 'click' and you can just pull it open. If there is no DJ on the air, you can go to the TUPD, located on the first floor of Dowling Hall on Boston Ave. hand in your ID and in exchange borrow a key and a card to access the building and station. After you're done with your show simply return the key and card to the TUPD and they will gladly return your ID to you. DO NOT attempt to forcibly PULL open any of the doors. Many DJs preferred this method last year, but were caught and fined \$600 by Tufts.

Email List(s) & Getting On Them

WMFO has three email listserves. They are:

wmfo@yahoogroups.com - Announcements to the general staff from the exec board.

Being on this email list is REQUIRED for all staff (unless they don't have email)

wmfo-discuss@yahoogroups.com - For discussion between any and all staff regarding the station.

wmfo-sublist@yahoogroups.com - To send out substitute requests for your show

General yahoo!groups information:

If you have a yahoo! email account (very easy and free to obtain at www.yahoo.com), you may access the wmfo listserve on the web. The website is www.yahoogroups.com and when you sign in with your yahoo! account, you may add "wmfo" (and wmfo-sublist, wmfo-tech, and wmfo-exec pending approval) as your group. This is useful because you may search and check old wmfo messages which you may have deleted in the past, along with changing some of your personal options. If your email address on the wmfo yahoogroups listserve is poon.poon@tufts.edu, then you must link that email address to your yahoo! account email. Instructions are as follows:

- 1) Go to www.yahoogroups.com and sign in with your yahoo! email account and password.
 - 2) In the top right-hand side of the web-page, click on Account Info (it may ask you to re-enter your password)
 - 3) You will see a section called "Member Information". Click on EDIT on the right-hand side of it.
 - 4) In the "Email Information" section, add first.last@tufts.edu as an alternate email address
(Doing this does not forward your emails anywhere. It only links your email address to your yahoo! account name so you can access the wmfo yahoogroups page.)
 - 5) Click on Finish at the bottom of the page.
 - 6) It will send a verification notice email to first.last@tufts.edu with a password that you must enter to finalize this process.
 - 7) Check your first.last@tufts.edu email, and you should have received an email from yahoo! with the subject "Yahoo! Email Verification Code". In the email, there will be a link "Important! Please click here to verify this email address for your account". Click on it to open a web-page that says "You're almost done. For your security, please enter your Yahoo! password into the form below..." etc. This is the last step of the verification process.
 - 8) Return to your "Account Info" to check that first.last@tufts.edu has been added as your primary Alternate Email 1.
 - 9) Return to the yahoogroups page and find "My Groups" in the top right-hand corner. On that page, if you cannot see "wmfo" and/or another group you think you should have, click on Membership Wizard to locate them. Once you have located one, click on it and browse the groups page, modify your preferences, look at staff photos, read the WMFO constitution, etc.
-

WMFO listserve:

The "wmfo" list is for general announcements. Only those on the WMFO executive board, and emergency announcements from other members and volunteers of WMFO, may post to this email list. If you would like to post to this list, but are unsure as to whether you should, email it to the exec board members and someone will approve it. At the beginning of each year, the group is set to "Messages posted by members are not moderated". However, if one member abuses the wmfo email list, and sends many unnecessary emails without permission, that member will lose the privilege to post to the list without being moderated. This means that the owner or one of the moderators of the wmfo list will change that member's posting privileges to "Messages posted by this member are moderated". Then any messages posted by this member will be pending until approved by the owner or moderator(s). In the most extreme cases, the member's

posting privileges will be terminated, so "This member can't post messages". This reduces the amount of junk mail and creates a convenient way for the executive board to immediately send important information to the staff. This is why it is mandatory and your responsibility to ensure you are on the email list. Although this restricts the usage of the wmfo email list, the webmaster set up a discussion forum at <http://www.wmfo.org/forum.html>. Therefore, discussions will be neatly organized into a range of topics, instead of flooding email accounts with disjointed complaints.

To *subscribe*, send an email to wmfo-subscribe@yahoogroups.com,
To *unsubscribe*, send an email to wmfo-unsubscribe@yahoogroups.com, and
To *post a message*, send to wmfo@yahoogroups.com, or post directly from the yahoogroups page.

WMFO-SUBLIST listserve:

The "wmfo-sublist" is a listserve for all DJs who are on the sublist. This was created so that the "wmfo" group wouldn't be filled with messages like:

Johnny: "Can someone cover my show this Sunday from 5-7pm?"

Laura: "Sure, I can do it!"

Johnny: "Ok thanks"

Important: Merely posting an email to the wmfo-sublist does not relinquish your duty of finding a substitute or other solution. Before you send a request to the sub-list, first call up some DJs on the sub-list, beginning with those who do not have shows. If you have not found a sub at least 48 hours before your show time, you must contact the exec board. They will help you find someone or require you to inform the DJ, who has a show before you, to shut-down, and the DJ, after you, to power-up the station. It is a good idea to become acquainted with the DJs who come in before and after you because they may help you in these situations by extending their time slot to cover yours. If you do not go through the entire process of finding a substitute, you will be penalized and may lose your show. There are many students who want to be DJs. You must prove that you are serious about having a radio show or someone else will be assigned your time slot, even if it is in the middle of the semester.

To *subscribe*, send an email to wmfo-sublist-subscribe@yahoogroups.com,
To *unsubscribe*, send an email to wmfo-sublist-unsubscribe@yahoogroups.com, and
To *post a message*, send to wmfo-sublist@yahoogroups.com, or post directly from the yahoogroups page.

Volunteering Opportunities, Volunteering Log Book

The lifeblood of WMFO is volunteering. That's the most important thing any DJ can do. A general rule of thumb is that DJs should spend a half hour for every 2 hours of air time doing some sort of volunteering for the station, but its hard to quantify the work people do for WMFO. There are tons of ways to help out the station. Here are a few:

Music Department

- Sleeving and Filing CDs: We get tons of CDs; all need to be filed and most need to be taken out of the jewel cases and put into plastic sleeves. Also, tracking how often new music is played and compiling our top music lists.

Training Department

- Training New DJs
- Coordinating Training
- Assisting the Training Director

Programming Department

- Listening to WMFO and letting the Program Director know about anything that can be improved.
- Assisting the Program Director (Card Access, etc)

Operations Department

- Helping the Operations Director repair equipment, buy new equipment, install it, upgrade computer hardware and software, contact Tufts new free Tech Support, work alongside chief engineer, Michael LeClair, and learn to operate the mixing board in Studio B, the production room.

Publicity Department

- Working on the Program Guide/ Freeform Magazine
- Spreading the word about WMFO at clubs and concerts, also tabling and giving out stickers and stuff
- Making publicity material like flyers and logos. Also advertising for your own show is good publicity for the station!

How To Answer The Phone

When you answer the phone, you should always say WMFO right away. You should not answer calls on the business line (they go to a voice mail box). However, if you do, be prepared to take a detailed message for whomever it is for. Also, before putting any caller on the air, you have to get their permission. That's the law.

How To Handle Visitors

If you hear a buzz or beep while you're in WMFO, its most likely someone asking to get into the station. If it is a steady buzz, then it is someone at the upstairs door. At your convenience, you should go and open the door to let them in. Be sure to have them sign in if they are not a staff member. If the buzz is staggered, then it is someone asking to be let into Curtis Hall – the door is probably locked. There is a little black button by the intercom, press that button and the door will unlock (hold the button down for a few seconds)

If you are on the air, and you have visitors come in, you have to keep in mind that you are responsible for their actions. We take this very seriously, and it is enforced. If you are on the air and anybody comes into the station who you don't know, you have the full right to ask who they are. If they are not a staff member (they would need someone to let them in) and you are not convinced they should be there, you can ask them to leave, and if they don't get the police to come. and if you are not convinced they should be

there, you can ask them to leave. If they resist, call the police, or Tufts University Police Department:

TUPD EMERGENCY phone #: **(617) 627-6911 (x66911 from a campus phone)**

TUPD non-emergency phone #: **(617) 627-3030 (x73030 from a campus phone)**

TUPD facsimile #: **(617) 627-3789**

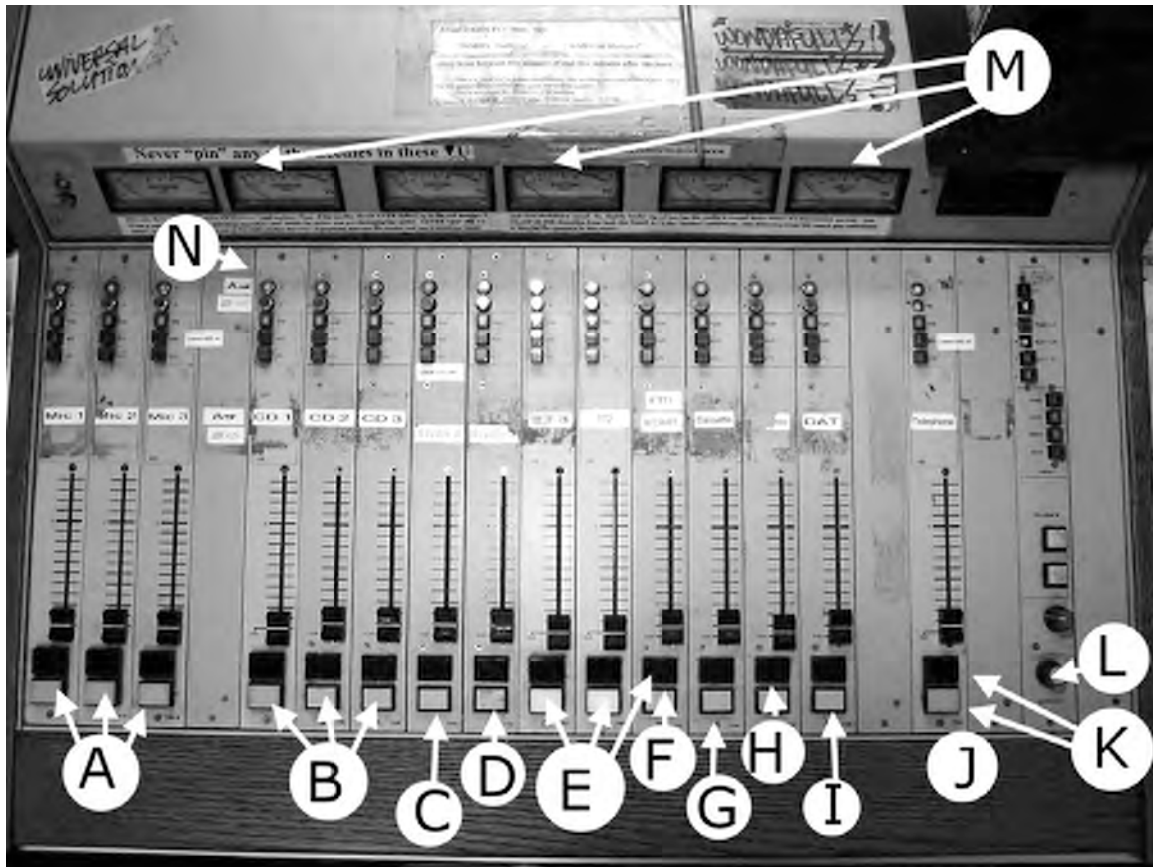
You are responsible for the actions of any person who is not on the WMFO staff list. If you will have non-staff persons coming into the station on a regular basis, you **MUST** receive permission from the General Manager one week before the first date you will be inviting the first guest. In order to receive permission, you must justify your reasons for inviting your guests. All guests must sign in the guest book, located under the WMFO announcements board found when just entering the station.

If a non-staff person has entered the station on your account, you are responsible for his/her actions, such as theft, vandalism, profanity or indecency on the air, drinking, smoking, taking non-prescription drugs at the station, and anything else covered by the laws of the WMFO Constitution, Tufts University, the Federal Communications Commission, and the United States of America.

WMFO Equipment

Using The Board, Equipment, Monitors, Headphones

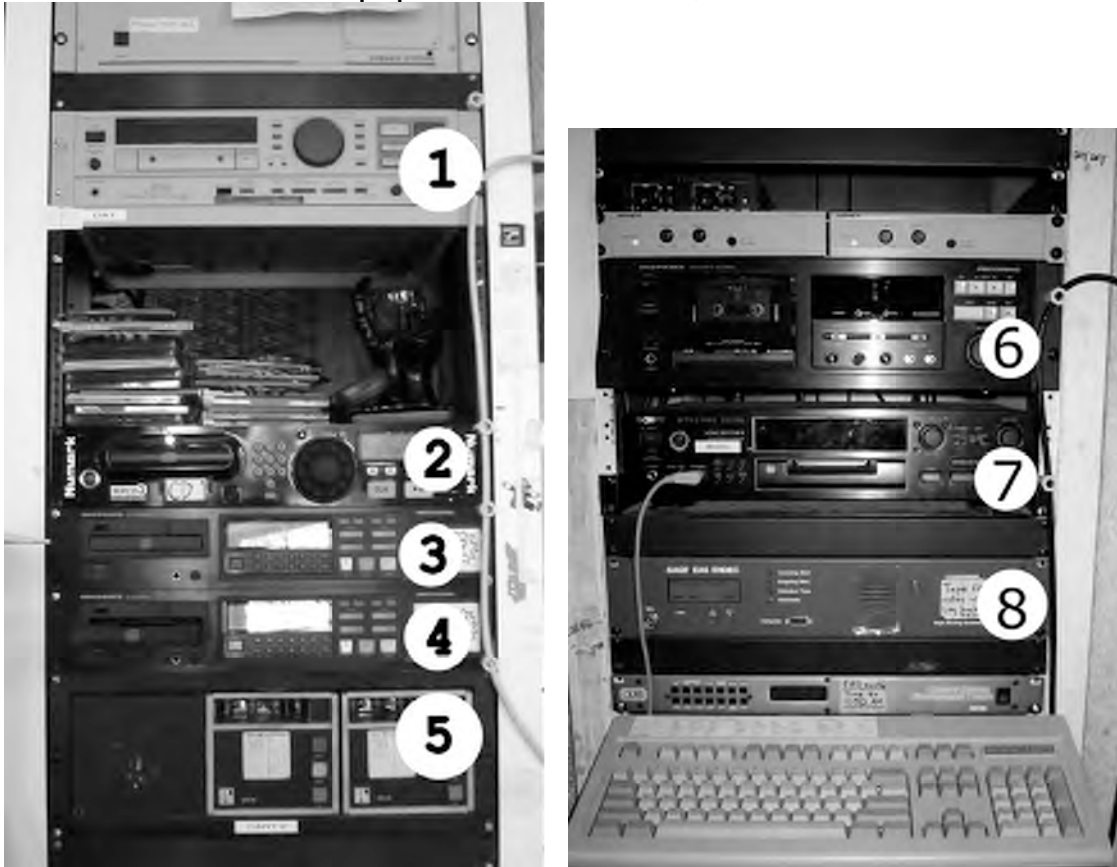
The main control unit for your life as a DJ is going to be “the board.” The soundboard controls the levels of the volumes of all audio inputs for mixing, to create the audio broadcast by our transmitter. Here is a labeled picture of the board, with descriptions of the different parts.



- A: **Microphone Levels.** These three sliders control volume levels for Mic1, 2 and 3. These sliders do not click at the bottom to have sound come out the cue monitor. When any of the three red buttons are pressed, the broadcast monitors are muted, so that there are not sounds in the room to create feedback.
- B: **CD Players:** These three sliders control CD1, 2 and 3. These and all other sliders click at the bottom, and the audio signal is channeled not to the broadcast feed, but to the cue monitors. This means that you can have the slider clicked all the way to the bottom, and play the CD, listen for the right song or part of a song, without interfering with the broadcast. Also, CD1 can play mp3s off a CD. CD2 and 3 can be play/paused with the red/yellow buttons (see “K”).
- C: **Studio B:** This will mix in the audio coming in from Studio B. This is used when we have a live band in Studio Dee, their sound being mixed in Studio B, and then broadcast from Studio A via the board. This will only broadcast the sound from Studio B if the Channel B round button above it is pressed in (explained under “N”)

- D: **Studio C:** Just like the slider for Studio C. You can use the board in Studio C and broadcast that via the board in Studio A. This can be fun if you have multiple DJs, or if you just feel like sitting in a tiny room to do your radio show.
- E: **Turn Tables 1, 2 and 3:** Turn table 1 is actually both Technics turntables (to the left of the board) – there is a mixer between them and the output of that mixer goes to the Turn Table 1 channel. #2 and 3 are to the right of the board.
- F: **Cart Player:** This controls the Cart player. Carts are pretty much 100% obsolete nowadays, but we still have a bunch. Unless you really feel like it, it is not necessary to even bother with the cart player.
- G: **Cassette Deck:** The cassette player is over near the window, so its easier if you have two DJs, or if you can press play on the cassette player and then bolt over to the board. It's not that bad actually.
- H: **Minidisk:** This controls the volume for the minidisk player, which is located below the Tape Deck, by the window.
- I: **DAT:** There is a DAT player above CD1.
- J: **Telephone:** This is for when you want to put a caller on the air. Do not click this down to "Cue," it will cause massive feedback.
- K: **Red/Yellow Buttons:** If you press the red button, that will turn on the audio channel. If you press the yellow button, it will shut it off. This is very useful if you have found a volume setting that works well, but you want to stop broadcasting the channel, just press the yellow button. There are lights in the buttons, so the one that has been pressed should be lit up. (**For CD2 and CD3, the red button will play the cd, and yellow will pause it**)
- L: **Monitor Volume:** This controls the volume of the two broadcast monitors hanging from the ceiling. You can pump it way up if you feel like it, or have it at a more reasonable level, whatever your DJ style may be.
- M: **Broadcast Volume:** These dials represent the volume that the mixed audio signal is reaching. It is good to try to keep it average at around 0. It can go into the red a little bit, but it is very harmful to the delicate equipment if you let it "pin," meaning for the needle to go all the way over to the right (like when the volume gets really loud). This is very bad for the equipment, and it is pointless because our transmitter will normalize the sound it broadcasts, so you aren't making the broadcast any louder by doing this. It is just bad, so don't do it.
- N: **A and B Channels:** For each Slider, you can either have A or B pressed In at the top. Generally, we have them all on A. Why is there A and B? Well, it doubles the amount of audio inputs the board can have. However, we aren't using every single one right now, but the B option gives us that flexibility to add more sound sources.

The Main Equipment In Studio A, And What It Does



1. DAT Player (Digital Audio Tape)
2. CD Player #1
3. CD Player #2
4. CD Player #3
5. Cart Player
6. Cassette Tape Deck
7. Minidisk Player
8. EAS Receiver – This is where the receipts from EAS tests print out.

How To Put A Caller On The Air

If you get a phone call when you're at the station, and you want the caller to be on the air, It is pretty easy. There is a box to the right of the main audio rack, that has a dial with four settings. It looks like the picture here. The first two settings are off, which means the phone will not be on the air. The third setting is for having the main listener line, 617-627-3800, be on the air. The fourth is for the backup listener line. So if you get a caller, turn on the Volume slide on the board for "Telephone" (J on the diagram) and click the dial to the correct setting (3800 usually). When done, click the dial back to off. (**You do not need to pick up the receiver – this will only create feedback**)

However, **you must** alert the caller that they are on the air immediately when you start talking to them, we are under legal obligation to do so.



If you want to tape your show, you can use the tape deck in studio A. Just record your show like you would anything else. The broadcast audio is already going into the tape deck, so don't worry about that.

It is each DJ's responsibility to completely fill in the daily log book during their show. This is required by the FCC, because it shows that we have been keeping the station with a DJ in it at all times the transmitter is on. The log book should be pretty self explanatory, but here is an example of how you should fill in the log book:

07:30					
08:00					
08:30		Tyson Murphy	+ Smoothing Time	27.49	3.00 75.23
09:00					
09:30					
10:00					
10:30		Jennifer Sekelesky	The Hedgehog's Dilemma	27.49	3.00 95.23
11:00					

We are required by the FCC to take telemetry readings off our transmitter at least every three hours, and at WMFO that translates to one per radio show. Taking the readings is very easy, and takes about one minute. You take the readings using the telephone, and record them in the log book, by the tape deck and mini disc player in Studio A. The instructions are posted up in Studio A near the log book, and also right here:

To exit the remote, dial **999**. It will say "Goodbye."

Voltage Ch 1 (volts)	Current Ch 2 (amps)	Power Ch 3 (%)
27.44	3.00	75.23

Power Up/Down

If there is nobody in the radio station, we are required by the FCC to power down the transmitter (located atop Ballou Hall). We can do this by remote, using the telephone and we record it in the log book. It is a pretty easy process, and should take about 1 minute or less. Instructions are located here and in Studio A on the wall. The procedure for powering up the transmitter is very similar.

To turn transmitter on or off when the station must be shut down or restarted for whatever reason (such as no dj in the station, or a power outage.)

First dial **7-6148**.

The voice command will ask for user access code. **(It is posted in Studio A.)**

1. To turn the transmitter on Dial **201***

2. To turn the transmitter off dial **201#**

To exit, whichever function you performed, dial **999**

The system will say "Goodbye"

In addition, we are required by the FCC to broadcast certain information about our license and WMFO when we power up or down. The information for both powering up and powering down has been recorded onto CD, which you should be able to find near the CD players. If you cannot find it, you can use this script, and it will be perfectly legal. This information must be broadcast **immediately** before we go off the air, and **immediately** after we go on the air.

When powering ON say: **"WMFO now joins the airwaves."**

When powering OFF say: **"WMFO now leaves the air."**

Then say:

"Our studios and offices are located in Curtis Hall, and our transmitter atop Ballou Hall on the Medford campus of Tufts University.

WMFO in Medford is a community and educational radio station licensed to the Trustees of Tufts College.

We transmit 125 watts of FM stereo freeform on a frequency of 91.5 megahertz, FM channel 218.

We are a non-profit broadcast organization and rely on contributing listeners to provide partial support of our broadcast operations. We welcome your comments on our radio programming as well as any tax deductible donations, which may be addressed to WMFO / P.O. Box 65 / Medford, Massachusetts 02153."

When powering ON say: **"Welcome to our broadcast."** (and now its show time)

When powering OFF, ask the listeners to join us again whenever you expect the next DJ to return to the station.

Please turn off the lights and equipment on your way out.

Another thing to note is that the monitor speakers in Studio A might be choppy or jumpy for the first 40 minutes of air or so. Do not be alarmed, the broadcast will sound fine.

EAS Tests

EAS stands for Emergency Alert System, and it has replaced the Emergency Broadcast System. It is basically the same thing. We are required by FCC law to generate at least one EAS test per week ourselves, as well as to report on any EAS tests we generate or receive at the station. What does that mean? Well, they are automatically broadcast over our broadcast, so you might not hear it when it happens. But a little receipt will print out of our EAS machine, over near the tape deck. If that happens, you need to tear it out, and tape it in our log book, along with recording the time that the EAS test occurred. To generate our own EAS Test, here are instructions, but you should just ask the General Manager or Program Director before performing an EAS test.

To Generate The Weekly EAS Test:

- 1) Prepare the EAS Test CD in one of the CD players. Get track 1 queued up.
- 2) Play Track 1, it's about 6 seconds.
- 3) Pause the CD player, and go over to the EAS Console.
- 4) Press the second button, which says "WEEK" above it in the green screen.
- 5) Then it will ask you for the password. The password is "1111"
- 6) The screen will then ask for a confirmation, and press the first button again, "ENTER"
- 7) The EAS test will buzz for a few seconds.
- 8) Play track 2 on the CD, which goes for about 20 seconds more or less. Then you're done. Almost
- 9) This will generate a receipt that you will need to put into the log book just as you would put in a normal receipt. Be sure to do that.



What To Do If Something's Not Working

First of all, stop using it. More specifically, when something is not working, it is best to write up a description of the problem in the Tech Binder in Studio A, so that the Operations Director can read it and respond to the problem. Also, it might be worth writing a little message to the wmfo group. However, 10 people might respond. I'd suggest including the words "Do not respond to this email, a copy has been sent to the operations director." And do that also. Or just call the operations director. Don't try to fix it until you tell the Operations Director or General Manager and get her permission.

Power Outage/Transmitter Problem

If there is a power outage in Curtis Hall, you should stay in the building until the power goes back on. Since the actual transmitter is located elsewhere, it's likely that the transmitter did not have a power outage, but you may have to power up the transmitter again.

In fact, it is WMFO policy that if there is a power outage, either in Ballou Hall or in Curtis Hall, that all DJs come to the station and leave at their assigned show times. The power could go on at any moment, and we have to be ready.

Studio B & Dee

When WMFO has live bands come to the station and play, Studio Dee is where it happens. It is the fairly empty purple-lit room just to your left as you enter the station.

Studio B is directly between Dee and A, and that is where the mixer and all controls for Studio Dee are, as well as some more equipment. Training for using these Studios is not included in basic DJ training. If you're interested in learning how to engineer the sound for live bands, please contact the Training Director.

Connecting a laptop or other device to the board

In order to connect a laptop or other music-producing device to the board in Studio A, you will need to locate the headphone jack or line out port on your device (usually the port that headphones or speakers would normally be plugged into). There is a headphone or 1/8 inch cable in Studio A that is connected to the DJ mixer inside the black coffin case that houses the Technics turntables. The cable is usually dangling out the back hole of the coffin case. Before you connect your device to the cable, open up the coffin case and go through this checklist:

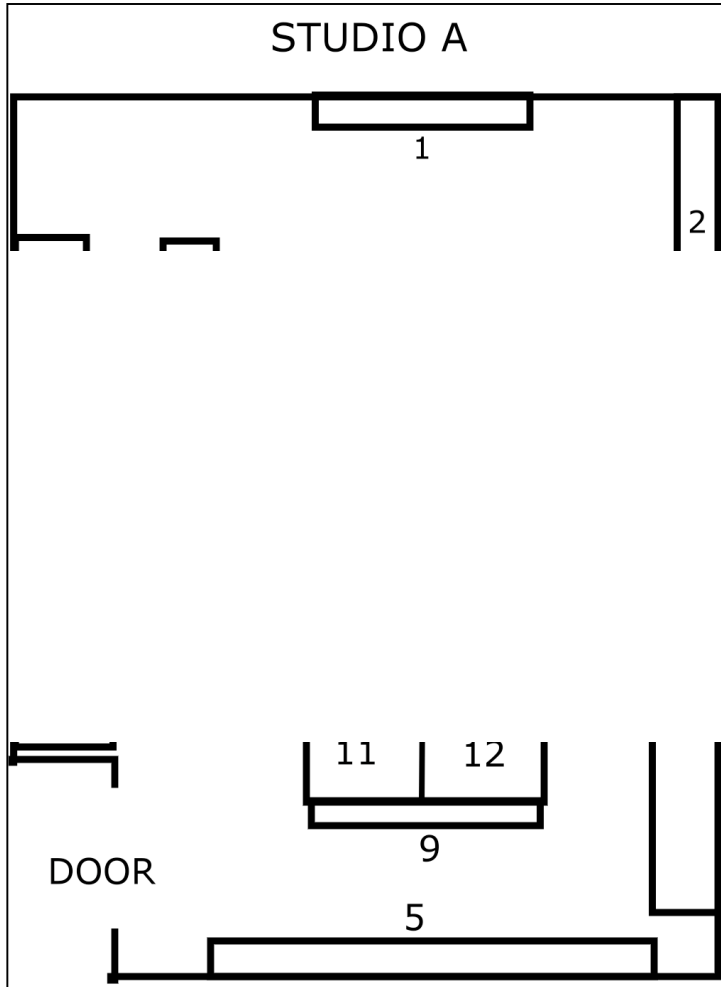
- 1.** Going from the top of the mixer (the side furthest away from you when you check to make sure the GAIN knob as well as the HIGH, MIDDLE and LOW knobs are facing 12:00 on CHANNEL 1 (the channel all the way on the left side of the DJ mixer)
- 2.** Make sure the lever below this set of knobs is turned to LINE 1.
- 3.** Bring the volume slider for Channel 1 3/4 of the way up.
- 4.** Put the Crossfader (the fader that is perpendicular to the others) all the way to the left.
- 5.** On the front of the mixer set the Crossfader Select lever to Ch.1 and Ch. 3 (all the way to the left), so that a green light comes on below Channel 1.

Close the coffin case and connect your device to the headphone cable. The DJ mixer is controlled by TT1 on the main board in Studio A, you will be able to cue and play music from your device as if it was another piece of equipment in Studio A.

WMFO Music

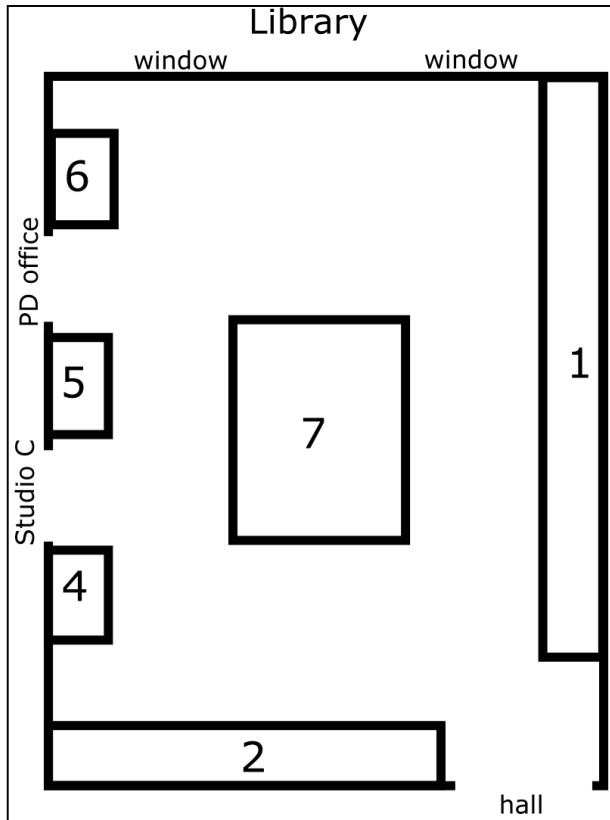
Where The Music Is

The music in WMFO is kept in three rooms. Actually, two of them are rooms, the third is the hallway. Here are the maps of these three areas with keys to what music is kept in what places.



Studio A

1. **Carts:** Drop-ins, Local (H-Z), IDs, PSAs
2. **CD's:** Latino, Tex-Mex, Comedy, Bluegrass, Spoken Word
3. **CDs:** Brazil, Native American
4. **Vinyl:** Jazz (A-Z)
5. **CD's:** Jazz, Classical, Children's, Improv., Empty Jewel Cases (Missing CDs), Latin 45s, New 45s, **Vinyl:** Jazz (Var), Improv, Cajun, Eastern Europe, Far East, Western Europe
6. **CD's:** Rock (A-P)
7. **Carts:** Local (A-H), PSAs
8. **CD's:** Rock (P-Z), Folk, Country, Soundtrack, Rockabilly, Zydeco
9. **CD's:** Local
10. **New:** Latino, Tex-Mex, Cajun, Africa, Asia & India, Europe, Reggae, Native American, World (other), Spoken Word, Comedy, Classical, Improv, Jazz
11. **New:** Celtic, New Age, Soundtracks, Rock
12. **CD's:** PSAs, **New:** Folk, Country, Bluegrass, Blues, Rap, R&B
13. **New:** Local, Techno/Ambient, Oversize
14. **CD's:** Celtic

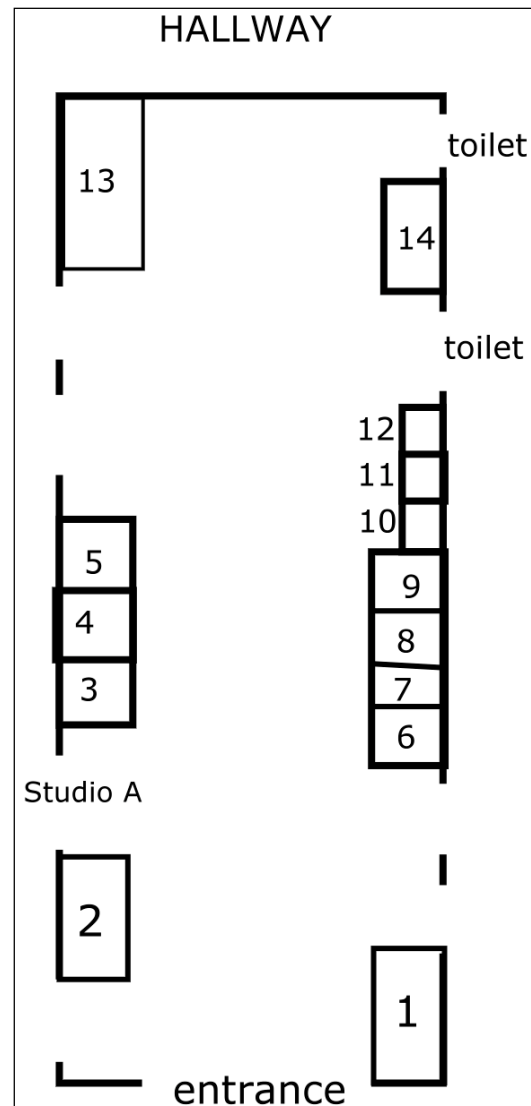


(Vinyl) Library

1. **Vinyl:** Rock (A-U)
2. **Vinyl:** Rock (U-Z + Var), Independent/ Import (A-R)
3. **CDs:** Need to be filed
4. **Vinyl:** Independent/Import (R-Z + Var)
5. **Vinyl:** Africa, Polynesian, Caribbean, Cape Verdean, Brazilian, Celtic, Latin America, India & Tibet & Nepal, Middle Eastern
6. **Vinyl:** Native American, North America, Portuguese, Reggae, Tex-Mex, Haiti

Hallway

1. **Vinyl:** Country, Bluegrass
2. **Vinyl:** Folk, New Age, Children's
3. **45's:** Local, Others, Airplay Notebooks
4. **45's:** (A-S) **Vinyl:** Soundtracks, Sound Effects, Comedy, Spoken Word, Women's
5. **Vinyl:** R&B, Gospel
6. **Vinyl:** Techno/Ambient, Local
7. **Books. Vinyl:** Blues (J-Z & Var)
8. **45's:** (S-Z & Var). **Vinyl:** Contemporary Classical (B-Z & Var). Classical, Medieval Europe, Blues (A-J).
9. **Vinyl:** Rap, Contemporary Classical (A-B)
10. **CD's:** Gospel, Techno/Ambient, Reggae, R&B, Rap
11. **CD's:** Native American, Pacific, Caribbean, Africa, Middle East & Northern Africa, Asia, Eastern Europe & Jewish, Northern & Western Europe, World (Other)
12. **CD's:** Rock/Industrial
13. **Cassettes**
14. **CD's:** Blues, Soundtracks, Cajun/Zydeco



How To File Music (Alphabetic, People Vs Bands, VA)

WMFO files music alphabetically by last name or band name, then after Z we file Various Artists (VA or Var) albums. There are some sticky situations with some bands though, take “Elvis Costello and the Attractions.” This could be filed under C or E, or even A, depending on how you look at it. The policy the music department has set up is that if the band begins with one artist’s name, use that artist’s last name for filing purposes.

Ticket Giveaways

WMFO gets tickets from many venues around Boston for all types of shows to give away to our listeners and staff. There is a ticket binder in Studio A that has these tickets listed in them. The tickets are usually not physically given to the listeners, but we will take their information and then later on contact the venue, giving them the names of the people for the guest list. This is handled by the Music Department.

The tickets are given away as a pair, usually, and we cannot give one ticket of a pair to one person and the other to another person. Both tickets go under one name. So be sure to keep that in mind while letting your listeners know about the tickets you have to give away.

Keeping A Playlist

The Programming Department asks all DJs to keep a playlist for their shows, of all the songs you played. This is helpful for you too, so you can read back the songs in each set, without forgetting them. Also, it is useful for the programming department so that it has a record of what kind of music is being played when. There are shelves in the hallway just outside Studio A marked with days of the week. You can keep your play list in there (perhaps in a notebook that you write in each show, or just on loose pieces of paper, however we recommend notebooks. These can be provided by WMFO, just ask someone on the Exec Board about it).

Marking New CDs When Played

Any CD taken out of the middle shelf area of Studio A, the shelves with the new music, has a white sticker on it that looks sortof like this. When you play a track from one of these CD’s, you should put a tally on that track number. Every week, the music department goes through the new CD’s to make a report on which tracks of which CDs are being played, and these records go to contribute to national records of top songs of the week.

WMFO TRACKING SHEET	
1. _____	9. _____
2. _____	10. _____
3. _____	11. _____
4. _____	12. _____
5. _____	13. _____
6. _____	14. _____
7. _____	15. _____
8. _____	16. _____

How to care for the music

Try to treat the music media at WMFO as if it is your own music – (and that does NOT mean taking it home with you.) It means respect and care. Try to hold all CD’s and vinyl by the edges. Although vinyl is very sturdy, oil from your skin can erode the vinyl over time, so we want all DJs to avoid touching the interior of the records if possible. Likewise, if a CD gets scratched, it sucks for everybody who wants to play it for the rest of the CD’s life, so please don’t leave them sitting around outside of cases, binders or plastic sleeves.

Stealing and Borrowing Music

It is strictly against station policy for ANY MUSIC to leave the station, except for free CDs that we are giving away, or any music that you bring in with you. If you plan to take it for one day, or if you are planning to steal it permanently, it is considered the same offense. If you are caught taking music out of the station, it is grounds for your dismissal from WMFO membership.

If you accidentally drop a CD in your bag, and forget about it, that's forgivable, but bring it back as soon as you realize your mistake. If music is missing from the station, the whole station suffers. We are unable to honor listener's requests for that music, and any DJ who wants to play it is out of luck. It's rude, dishonest and frankly enough to get you kicked out of the station.

Burning CDs in Studio A

We have a computer in Studio A with a CD-Burner, and you can easily copy CDs on it using the program NeroBurn. A shortcut to the program should be located on the Desktop, and the program is pretty easy to use, instructions easy to follow. WMFO Does not provide blank CDs, though. For more information, contact the music department or someone else at the station.

On-Air Responsibilities

What Belongs On A Demo Tape

To be eligible to do air alone at WMFO, you must have had a demo tape approved by the Programming Director. If you are training on the air, just record part of the show. Otherwise, you can record your demo tape in Studio C. When you have made the demo tape, put it in the mailbox of the PD. Here are the requirements of the Demo Tape:

- Length: 45 Minutes
- At the beginning of the tape announce your name, the date, and the person who trained you.
- Label the tape with your name and phone number
- Keep output levels as even as possible
- Segue between Vinyl to Vinyl, CD to Vinyl, CD to CD
- Play a pre-recorded PSA
- Read one PSA
- Back announce your play list
- Announce the legal station ID
- Try to make the broadcast interesting and enjoyable. When the Program Director decides whether you get a show or not, or when your show will be, your demo tape serves as an example of the quality of your work as a DJ.

‘Freeform’ – What The Hell Is It?

WMFO is a Freeform station. This is part of our license. This means that we are not required to play Top 40 Hits. We do not have to play Rock for a certain amount of hours per day, hip hop for another amount of hours. We don't have to limit what types of music we play during certain times of the day. We don't have to speak in English. We don't even have to play music for that matter. Freeform gives our DJs a lot of freedom, and you should take advantage of that. Experiment with radio, do something you never would have thought of. Try seeing where your imagination can take you. But don't feel forced to do anything weird or silly. Find whatever style of radio makes you most comfortable. It takes all kinds of DJs to make WMFO great, and you never know what kind you are until you get out there and do some air.

Smoking, drinking and other bad things

You are not allowed to smoke in any Tufts University building by University and Fire Department laws. Additionally, smoke will damage the equipment and music in the radio station, so don't do it. If you have to smoke, you will have to go downstairs and leave Curtis Hall. You cannot open the fire escape door, because that will set off an alarm, the fire department will come, and you're not allowed to smoke on the fire escape anyway. Food and drink are not allowed in the vicinity of the board or WMFO equipment or music. The lounge room is ok for that, as is the couch in Studio A. If you spill on the board, or get bits of food in the equipment, you will be held responsible and you will be punished. The use of non-prescription drugs is likewise not allowed in the station. All DJs must remain 100% sober while doing air, and if you are found otherwise, the executive board has the right to ban you from WMFO.

Station Policy For On-Air-Dj – Swearing, Obscenity

The FCC has regulations on what can and cannot be broadcast over the air, but it is very vague as far as swearing goes. If listeners complain to the FCC, they can investigate and fine us. This has happened before, and we want it to NOT happen again. The law says that if something is found offensive by community standards, then it is not allowed on the radio. This is also very vague. WMFO has translated this policy into that DJs should not swear at any time. DJs should not be talking about grossly offensive subjects. If a song has swearing in it, it is a gray area, but try to keep it to a low amount. If the Program Director gets complaints about you, you can be suspended from doing air, that's in the WMFO constitution. If you feel like you want to broadcast something that can be found offensive, contact the Program Director ahead of time and run it by him or her. This way you can avoid any unpleasanties, and the responsibility for the content can be placed on the PD instead of you as a DJ.

Legal IDs

We are required by law to broadcast our legal station ID at least once within 5 minutes of the top of the hour. For example, between 3:55 and 4:05. A legal station ID for WMFO is saying **"WMFO Medford"** or **"WMFO in Medford."** These are the only two statements that qualify as a legal ID. It is VERY VERY important that you say one of these at the top of the hour. You can say something before it, and something after it to make it flow better, but you cannot separate the words with any other words. For example, it's perfectly alright to say "You're listening to WMFO Medford, 91.5 fm."

However, once per hour is the bare minimum. It is very good to say it more often than that, at least once every 15 minutes, just to let our listeners know what station they are listening to. Also, it is good to include extra information such as "91.5 FM" or "Tufts Freeform Radio." Try to mention the station's ID every time you read back a setlist, or take a break from music.

PSAs

Because WMFO is a non-profit radio station, part of our FCC license requires that we serve the public interest. This is a gray area in some ways, but it has become station policy to broadcast Public Service Announcements to fulfill this requirement. Our current policy required DJs to play or read at least 2 PSAs per hour. We have a big white binder in Studio A that you can reference when looking for a PSA to read. Many DJs like to have some non-distracting music quietly playing in the background while they read a PSA. Or you might want to have no music. You can read it very seriously or have fun with it, the way you do it is up to you. If you decide to play a pre-made PSA, we have a small white booklet of CDs somewhere around the board, or CD1. This contains about 40 or so PSA CDs. There are a lot of cool PSAs in there