

TUFTS FREEFORM RADIO

**wmfo**



91.5 FM

.ORG

# Updates

- All Donations Drive prizes have been mailed!
- Catherine Maldonado of Novel Songs is looking for someone to split a time slot with
- Something About The Women is looking for more DJs!

# Basic Information

# When Do I Contact the PD?

- If you have a question, comment or concern about:
  - Your show
  - Scheduling
  - Card access
  - Station policy
  - Station policy education
  - Enforcement of station policy
  - Non-technical aspects of WMFO

# The Information Booklet & FAQ

- Answers to frequently asked questions
- An overview of some important administrative processes at WMFO
- Not intended to be an exhaustive resource - email [pd@wmfo.org](mailto:pd@wmfo.org) if you have questions or comments about anything at any time
- Email [pd@wmfo.org](mailto:pd@wmfo.org) if you have suggestions on things we can add to the booklet

# What is a DJ Agreement?

- Your contact information
  - Use your legal name
- Information we need to get you card access
- A way for us to account for and accommodate transportation limitations
- A review of some of our policies
- A record for us that you have read these policies and agreed to follow them

# What is a Show Form

- Information we need to get you the best show time we can
- Select a variety of show times, including show times in non-high demand hours
  - High-demand hours are in the late afternoon and evening

# How Do I Fill Out a Show Form?

- Circle 15 show time possibilities on the schedule table
  - If you want a two hour show, circle two-hour blocks
- List your top nine show time preferences
- New check box reminder
  - Attach show forms for all affiliated DJs



# Where Do I Get a DJ Agreement or Show Form?

- At the semester staff meeting!
- From [WMFO's Wiki!](#)
- By emailing the Programming Director at [pd@wmfo.org!](mailto:pd@wmfo.org)

# How Should I Turn in My Forms?

- Turn it in at the semester staff meeting!
- Turn it in to the PD mailbox before the deadline!
- Email it to the PD at [pd@wmfo.org](mailto:pd@wmfo.org)!
  - Only if you are unable to get to the staff meeting or to the station by the deadline

# Card Access

# Card Access

- A list of station members is submitted to TUPD every season
- Tap and swipe your card to prevent expiry
- Access does not carry over between seasons

# Help! My card stopped working!

- Contact [pd@wmfo.org](mailto:pd@wmfo.org)

# TUPD Non-Emergency Line

**(617) 627-3030**

# I can't access the Music Department Office or Studio B!

- Already trained?
  - Make sure you submitted a DJ Agreement
  - Contact [pd@wmfo.org](mailto:pd@wmfo.org)
- Not trained?
  - Contact [md@wmfo.org](mailto:md@wmfo.org)
  - Contact [ontheside@wmfo.org](mailto:ontheside@wmfo.org)

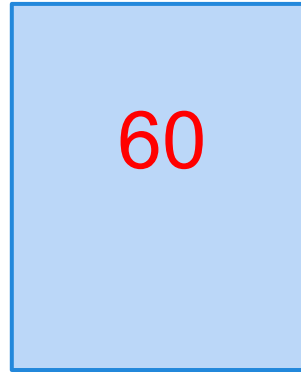
# Scheduling Review



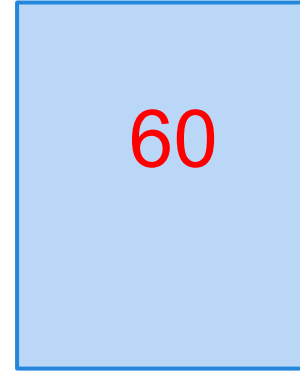
# DJ Rank

- Lowest: 0.3 (no volunteer hours)
- Highest: Sky's the limit!

# Determining Show Rank

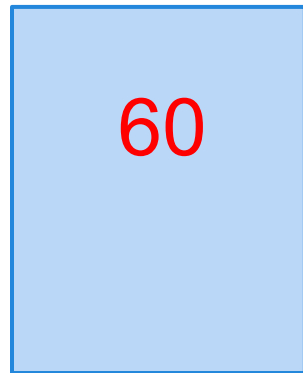


DJ Rank



Show Rank

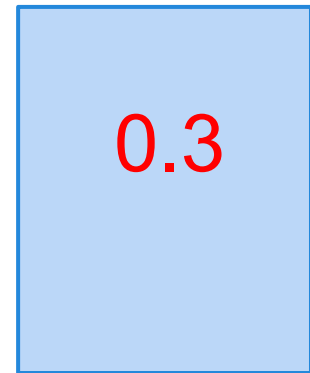
# Determining Show Rank



DJ Rank

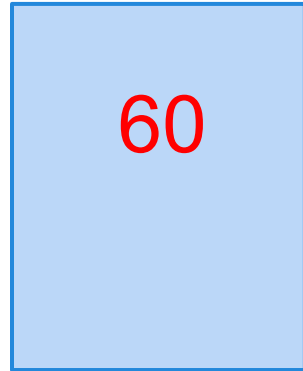


DJ Rank

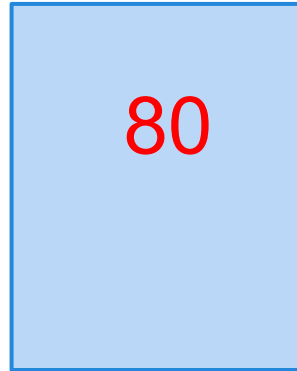


Show Rank

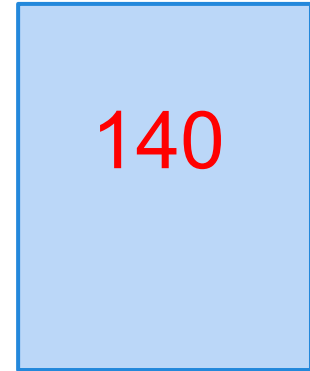
# Determining Show Rank



DJ Rank



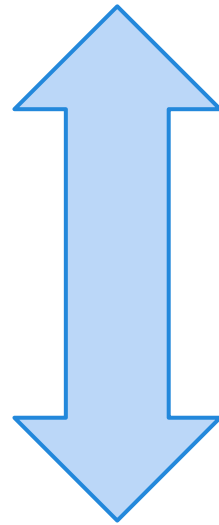
DJ Rank



Show Rank

# Sorting

1046.4



0.3

# Policy Review

# Broadcast Regulations

- Profanity is not permitted on-air at any time
- There is no “safe harbor.” There should be:
  - No swearing in conversation over the air
  - No swearing in live or recorded material played over the air
  - No swearing from callers over the air

# More Broadcast Regulations

- You must play or read at least one public service announcement (PSA) per hour
- You must play or say a correct station ID within five minutes of the top and bottom of the hour (i.e. between 3:55 and 4:05 and then between 4:55 and 5:05).
  - A correct station ID is “WMFO Medford” or “WMFO in Medford.”



# Even More Broadcast Regulations

- You have created a Spinitron account and will log all material played on air at the time it is played
- You will answer the listener lines if they ring during your show. Before putting any caller on-air, you must brief the caller on our profanity policy and tell the caller that he or she will be on the air. If the caller subsequently violates our profanity policy, you must immediately remove the caller from the air.

# Non-Discrimination and Sexual Harassment

- Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated. Violations may result in disciplinary action including suspension or dismissal, as well as criminal prosecution

# I want to know more!

- Download the full non-discrimination policy:  
<http://ase.tufts.edu/lgbt/documents/non-discriminationPolicy.pdf>
- Download the full sexual harassment policy:  
<http://oeo.tufts.edu/wp-content/uploads/Sexual-Harassment-Policy-December-2012.pdf>
- Visit the Tufts Office of Equal Opportunity and Affirmative Action's website:  
<http://oeo.tufts.edu/>

# Drugs and Alcohol

- WMFO has a zero tolerance drugs and alcohol policy
- If you or your guests are found to be in the possession of and/or under the influence of drugs or alcohol while in the station, you will be subject to immediate dismissal
- DJs are not permitted to pretend to be or claim to be under the influence of drugs or alcohol while in the station

# The Three Files

- The community file:
  - If you cover community-related topics on the air, you must log them on Spinitron
- The political file:
  - If contacted by a political candidate, email [pd@wmfo.org](mailto:pd@wmfo.org). If airing an interview with a political candidate, you must log it on Spinitron
- The public file:
  - If a member of the community calls the studio asking to be let into the station to see WMFO's public file during business hours, you must show him or her the public file
  - You are required to know where the public file is located

# Contacted by a Political Candidate?

- Great! Email [pd@wmfo.org](mailto:pd@wmfo.org)

# Community Issues and Political Interviews

- In the Artist and/or Disk field, please write “WMFO Community Issue” or “WMFO Political Interview”
- Include a description of the issue(s) covered and/or politician interviewed in the Song and/or Song Notes fields
  - Be as detailed as possible

# Logging a Community Issue or Political Interview

**WMFO**

Tufts Freeform Radio [Playlists](#) [Music DB](#) [Help](#) | [Close playlist](#)

Playlist: test Sun 9/8/13  
Admin Rebecca logged on

<b>Artist</b>	<a href="#">clear</a>	<b>Song</b>	<a href="#">clear</a>	<b>Disk</b>	<a href="#">clear</a>
<input type="text" value="WMFO: Community Issue"/>		<input type="text"/>		<input type="text" value="WMFO Community Issue"/>	
<b>Played</b>	<input type="text" value="06"/> <input type="text" value="00"/> <input type="text" value="pm"/>	<b>Label</b>	<input type="text"/>	<b>Label country</b>	<input type="text"/>
<input type="text" value="-Format-"/> <input type="text" value="-Type-"/> <input type="text" value="-Library-"/>		<b>Label URL</b>	<input type="text"/>	<b>Label email</b>	<input type="text"/>
<input type="checkbox"/> New <input type="checkbox"/> Local <input type="checkbox"/> Request		<b>Song note</b>	<input type="text"/>		
Disk released <input type="text"/>	Added <input type="text"/>				
<input type="button" value="Submit"/>					

*No songs entered*

**Tutorial screencasts** on playlist entry, editing and chat  
[Open](#) SpintronVideo's YouTube channel in a new window



# Federal Agents

- If a federal agent calls the studio asking to be let into the station during business hours, you must let him or her into the station

# Emergency Alert System (EAS) Instructions

- You must be able to produce the Emergency Alert System (EAS) instructions located under the desk in Studio A if asked by a federal agent from the Federal Communications Commission (FCC)

# Guests

- You are responsible for the behavior of all guests while they are at WMFO and/or on the air
- Guests may not operate WMFO equipment or run a show on their own
- Guests should not create Spinitron accounts and will not be granted card access to the station

# Policy Violations

# Policy Violations

- All policy violations are punishable at the discretion of the WMFO Executive Board

# General Process (may be modified by the Executive Board)

- **Broke a rule?**
  - One written warning via e-mail
- **Broke multiple rules?**
  - May be subject to immediate retraining or suspension
- **Problem persists?**
  - Suspension for up to one month
- **Another violation?**
  - You can be expelled from WMFO for one semester
  - Conditions upon return (retraining or other punitive measures)

# Policy Violations by Guests

- You are responsible for the behavior of your guests

# Summary



# Important Dates

- Show forms due by 5 p.m. on Tuesday, September 10th
  - Missed the deadline? Email them to [pd@wmfo.org](mailto:pd@wmfo.org)
- Scheduling will take place on Tuesday, September 10th, from 9 p.m. to midnight (approximately)
- Existing schedule ends Saturday, September 14th at 11:59 p.m.
- New schedule begins on Sunday, September 15th at 12:01 a.m.