

How to present a radio show

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Getting a Show

- First you need to buy membership and chose a show slot from the [schedule](#)
- Then email programming@icradio.com with “show request” in the subject, giving the time, day and show name
- You’ll then be asked to attend a training session which are usually at noon on Wednesday. Check the announce emails!
- You’ll have a show slot, but it’s up to you to schedule each week’s show. This way you’ll not only be recorded, but your show will appear in the online schedule and in the previous week’s Felix
- Log in to icradio.com/members and click on “show request”
- **ALWAYS SCHEDULE YOUR SHOW!**

To get in:

You need to get key number 18 from the security office. To do this you’ll need to have bought membership be on the keylist. The station manager is responsible for updating the online keylist. If the paper one is out of date, go to SAC (level 2M of the main union building) and ask to print a new one off.

Members’ area

- Update details - update your user details
- Catalogue - look up CDs and Vinyls here
- Show Downloader - you can download mp3s of your shows here. *You cannot distribute them!*
- IC Radio Speedybox - like a forum thread, the first place to go to ask general questions or find people to help you with anything
- Show Blogger - update your shows blog here
- Request Show Deletion - accidentally schedule a show and let it go on air? Use this page to get it removed
- Show Listener Statistics - find how many listeners you’ve had here
- Show Playlists - you need to upload every show’s playlist here: for your listeners to see, and that the appropriate bands and artists get their share of our license fee
- Show homepage editor - edit your shows homepage here. If you want your show’s URL in a more appropriate format (e.g. icradio.com/shows/myshowname) then contact Keir via programming@icradio.com

Rivendell

This is our computerised playout system. It's awesome and is the best way to play music during your show, seamlessly mixing jingles, beds and music.

- To add music
 - Use mp3s or WAVs
 - Use the office computer before your show
 - Plug your USB stick in
 - Click the Rivendell button at the bottom, looks like a compass
 - Open the rd library
 - Click add
 - Click the dropdown list and choose SHOW AUDIO
 - Click import, you'll find your USB stick under /home/media/
 - Import it!
 - Click Edit Markers
 - Clip clip end and clip beginning to remove the silence at the beginning and end of the track
 - You're done!
- To add music to your show panel
 - Click 'Add'
 - search for the music, make sure you've selected the right group, or "ALL"
 - Select and click 'OK'
 - Put it where you want it. Easy peasy.

Rivendell is a linux system. If you want to learn more or you think we could add any cool features, get in touch with it@icradio.com and we'd be happy for you to join us!

Presenting

Try to arrive at least 5 minutes before your show.

- Upload any music or jingles to the playout system with the office PC.
- If there is a show on before, at a convenient point, wave at the hosts so they know you're there. They might beckon you in to do a cross-over. It is a good idea to get to know them and work out how you want to handover
- Make sure the desk is on air using the offer/on air buttons - press 'offer' on the rack outside the studio and 'on air' on the Alice desk. The sustain channel should still be up at this point.
- If playing from Rivendell, add your songs as shown above to either the queue or the panel buttons. To get a panel for your show, choose an unnamed one from the drop-down menu. To rename it, press 'set up' then press the drop down menu. Remember to press 'set up' again to turn off set up mode before you press other buttons!
- Songs in the queue on the left will play from the Alice channel named R'dell 1. Audio in the panel buttons plays out of channel 2, or 3 if something is already playing from 2. A number in the bottom-right of the button will show you which.

- The queue will keep playing through all of its songs by default. To change this, double click (just tap several times as the touchscreen isn't very responsive) on the song (but not the start button!) *after* where you want playback to finish and change the mode from 'segue' to 'stop'.
- If playing from CD or the mixer, 'cue' your first track and set the trim knob so it doesn't peak above 6. Remember to skip to the loudest part of the track - often, but not always the chorus
- Place the microphones where you want them, and cue them to check the levels for your voice and seating position
- Get some headphones. They're the best way to monitor what you're broadcasting. Don't trust the speakers!
- Wait for the jingle on the hour your show starts, then slide the sustain channel down and play your first song or bed

During the show

- Publicise the show on Facebook. Log in as 'studio@icradio.com' and with the password 'Stud1o' Half of the website's hits come from facebook, it's worth the effort.
- People can message in at icradio.com/contact
- See your live messages and listener statistics at icradio.com/dashboard - remember most people will not listen live, your show will be recorded! There is still a chance it could go viral
- ***Don't eat or drink in the studio.*** The desk is literally priceless to fix as the company who does has gone busta

Getting Help

There are lots of lovely people here! You can:

- Come to one of our socials and get chatting
- Shout out in the speedybox in the members area
- Email the committee on icradio@imperial.ac.uk and we'll do our best

If something goes wrong

- Don't panic! Everyone slips up from time to time, and technical faults can happen to anyone
- Report any hardware problems to Max via technical@icradio.com
- For problems with the public website, members' area or Rivendell, contact Stephen via it@icradio.com
- For general problems let George know via manager@icradio.com
- This should go without saying, but for major emergencies like the studio flooding or catching on fire, contact college security immediately. Minor emergencies you can contact George either on manager@icradio.com or 07958268391

Think we can do something better? Great! Get in touch with anyone on the committee and you can help us out with training, technical, production or anything else you can think of!