

Version 1.0

Updated 10/15/2019

Procedure For Running Your WRUC Show:

Before the show:

1. Acquire audio files (MP3 is the recommended format) and load them onto a thumb drive or other USB storage device. **Name them properly using this convention:**
 - a. Song Name - Artist Name
 - b. Example: Like a Rolling Stone - Bob Dylan
 - c. It's that easy!
2. If your show is not between 10:00 PM or 6:00 AM, keep in mind that you are **not permitted to play any explicit content!**

At the beginning of your show:

3. Show up 5-10 minutes before your show to **load music into the folder named "DJ Music Dropbox"**. Please **only** place audio files in this folder :)
4. Drag your MP3 files into the aforementioned folder and **make sure they all disappear**
 - a. If MP3 files go into folder named "BadAudio", or do not disappear, contact one of the e-board members using the WRUC DJ GroupMe
5. Open **DAD** (may be called DAD Primary Mode) by double clicking the DAD Icon, which is located next to the DJ Music Dropbox folder on the desktop
6. **Wait** for DAD to load completely, then click the **green arrow** in the bottom left corner of the window
7. Click the "**Presenter**" button (globe wearing sick headphones)
8. When the Presenter window opens, click on the "**Library**" button (a stack of books)
9. Click the "**DJ Music**" tab in the top of the library window and click the **CutID** tab to organize by the latest music uploaded through the DJ Music dropbox
10. Drag your songs from the **library** window into the **player**
 - a. Continue to drag songs from the library to the player as the show progresses so they do not repeat
11. Click the **play button** next to the first track in your show, and use **the audio board** as instructed in training:
 - a. The "**PGM**" buttons for the **computer** channel and **mic** channels should be pressed (i.e. red for downstairs studio, green for upstairs)
 - b. The volume slider for the computer channel should be fairly high, and the levels on the volume meter should *not* be in the red but close to it **for both channels**

- c. The channels should be switched **on** meaning the **yellow** light at the bottom of the board is off and the **red** light is on.
- d. When you make a callsign, put on headphones so you can continue to monitor the volume of the show, and make sure your own voice is **clearly audible** (since the speakers switch off automatically when the mics are turned on)

During the show:

12. Make sure that you are aware of the contents of the DJ Handbook (the blue binder that is in the studio) before you start the show. It contains important information about FCC regulations and will inform you about how to keep your show up to WRUC standards
 - a. It is **imperative to go through the handbook** if you plan on broadcasting any form of **explicit content**
 - b. If your show includes explicit content you must say the following **before** any explicit music is played:
 - i. **“This program includes explicit content protected under FCC safe harbor laws. Listener discretion is advised.”**
13. Announce the callsign **at least twice per hour**. The Callsign is the station name (WRUC), station number(89.7 FM), where we broadcast from(Schenectady, NY). You can also include our slogan, “The First Station in the Nation!,” and information about your show, the songs you’re playing, or the artists who are being played
 - a. Example: “You’re listening to WRUC, 89.7 FM, The First Station in the Nation, broadcasting live from Schenectady, NY, and this is the *Indie Rock You’ve Never Heard Before* show with Herman Menderchuck and Paulie D. Next up, Tame Impala’s *Currents*.”
14. Remember to press the DUMP button if you accidentally swear on air, this will keep your show within FCC regulations. The COUGH button also can be used if you cough

**If you have a question, ask someone in the WRUC DJ groupme and you’ll get help!
Happy DJ-ing!**

- The WRUC Technical Team