



**HOSPITAL RADIO PLYMOUTH**

107.3fm | DAB+ | Online | HRP APP

[hospitalradioplymouth.org.uk](http://hospitalradioplymouth.org.uk)

## **Members Guide & Presenter Instructions**

August 2024



## Introduction

This guide is for all members and presenters of HRP (Hospital Radio Plymouth). It is to be used as a training guide to inform you of procedures that you need to be aware of and follow during your membership. All references to the word 'station' or HRP, in this instruction guide, refer to Hospital Radio Plymouth. If you are unsure of any terms or radio slang used in this manual please see the glossary of terms at the end of this guide. The Exco (Executive Committee) meets regularly and will update this document as necessary.

## Firstly

Welcome to HRP we are delighted to have you as part of our team. So lets get started , if at anytime you need to ask any questions please contact the membership secretary - [membership@hrplymouth.org.uk](mailto:membership@hrplymouth.org.uk)

## Getting In

The studios are located on the first floor of Bircham House. The main doors to both the building and studios use a swipe card to gain access. Ensure you check the "IN/ Out" board next to the alarm panel and change to "IN" when you arrive .Upon joining HRP you will provisionally gain access alongside your nominated training or day manager. After you have completed your probation period and the various hospital & DBS checks you will be granted a swipe card that will give you access to the building and studios in accordance with the volunteering services policy.

## Intruder alarm

**Do not enter the building unless you know the intruder alarm code or have a keyfob..**

As you open the door the alarm will start beeping. The alarm control panel is on your right as you enter. Enter the code or present your keyfob and the beeping should stop. If it does not, remain calm and try again. If it still does not stop, the intruder alarm will go off and security will be alerted - You should call a member of the exco immediately. Please wait for the security team to arrive and do not leave the building unattended.



To set the alarm when you leave , first check that no-one is in the building , change the In/ Out board to "OUT" . Next you should Key in the alarm code or present your fob , followed by "Yes". The alarm will start beeping giving you 20 seconds to leave the building If you are the last one to leave the studio you are responsible for activating the intruder alarm.It is very important to set the alarm. If you experance any issues setting the alarm please call the hospital switchboard and speak to the security team.

## Studio keys

Studio Keys are located in the keybox in the open plan area. Studios should be left locked unless in use. Keys to be returned to keybox and locked before you leave.

## **Signing in & out**

Everyone entering the studio **must** sign in and out. The signing in book is on the right as you enter through the main door. Your name and time of entry are required for insurance purposes. Your signature and time of exit indicate that you accept responsibility for the safe and correct shut down of the studio, or handover to another presenter. Guests **must** sign the guest book, and must at all times be accompanied by a full member of the station.

Note if you wish to bring a guest into the studio for interview please check with either the programme controller or station manager before you send out the invite. Due to the sensitivity of some of the material in this building guests are to use the downstairs toilets. The door between the studios and the kitchen area should remain closed at all times when guests are in the building.

## **Members & Presenters - Conduct/Behaviour**

### **Ward Etiquette**

Always report to the nurses station and ask if it is okay to visit and if there is anywhere you shouldn't go. The Staff may be busy so try not to engage in long conversations or distract them if they are obviously in the middle of something.

You may need to come back a few minutes later. Members should look presentable (preferably in station branded tops if you have one), be friendly and approachable. You must always wear your hospital badge when on duty on the wards and present it to staff if they require to see it. BEFORE you walk around the wards to collect requests you should ask a senior member of staff (on each ward) if they will allow you to collect requests. **Never** give out any medical advice, if a patient has any questions about their care you should direct them to a member of the ward staff. A member of hospital staff may ask you not to approach particular patients and this must be respected. You should use the alcohol based hand gel before entering each ward and after any patient contact, although there is no reason why we would make contact with the patients. Hand gel is located at various points in the wards and at the entrance to each ward. While on the wards you should be wise to areas under infection control, this could be a side-room or in some cases whole wards, and you should not enter these areas under any circumstances. You should not sit on a patient's beds or the chairs next to their beds for infection control reasons (even if the patient invites you to). Should you wish to sit and chat with a patient you should only use the visitor chairs provided.

### ***Data Protection***

All members of the station are bound by the data protection act. Patient details and any information they give you is to stay between you and them, even if you know them, patient information must be kept confidential.

(Remember a patient may not even want their relatives/friends to know they are in hospital) Station policy is that only first names are to be used on air. If you have any data protection queries please contact [dpo@hrplymouth.org.uk](mailto:dpo@hrplymouth.org.uk)

## ***Other Rules***

Alcohol is not to be consumed on the premises and you must not be under the influence of alcohol or drugs while in the studio. The hospital and other NHS buildings are smoke-free sites which includes vaping so you have to leave the site to smoke/vape. We ask that you don't smoke publicly while in station branded uniform.

It is unacceptable and unprofessional to criticise your station colleagues, station programmes or decisions made by any of the committee live on-air. Should you have any issues with any of the above please leave these discussions for off-air and raise any concerns to an exco member.

Remember to please keep your off-air discussions and language clean and professional around the hospital site.

The station does not employ a cleaner. You should clean up your mess and leave the premises exactly how you found them. DO NOT consume food and drink near the mixer desk or any vulnerable studio equipment.

Please note that only Therapy and Service dogs are allowed on the hospital premises

If you leave the station unattended at any time, for toilet breaks etc, you must ensure guests are left supervised.

## ***Outside Broadcasts / Events***

It is essential we conduct ourselves in an appropriate manner when working at station OBs and events . Members should look presentable (with hospital radio Plymouth ID or branded clothing where possible) , be friendly and approachable and never rude to the public. Please be aware of your actions when you are in station branded clothing, even if you are not at an outside broadcast location. Alcohol is not to be consumed while on duty at outside broadcasts and we ask that you don't smoke publicly while in station branded clothing.

## ***OFCOM / Broadcasting code***

Every On-Air Presenter must read the broadcasting code . There is also compliance training that needs to be completed before and presenter can broadcast on FM and DAB.

<https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-codes/broadcast-code>

## Presenters

If you are unable to do your show due to illness or time-off you MUST let the programme controller know as soon as possible. Please find cover for your program asap. If you cannot you must let the program controller know, this is so another presenter can be sourced for your show or a repeat can be scheduled. Please give at least two weeks notice if you take holiday. If you are unwell please let the programme controller know as soon as you possibly can.

- All presenters must play the News jingle into the news broadcast. The "news block" is automated in Zetta.

- Coming out of the news / Weather you should play a Station identity jingle (followed by a personalised jingle if you have one).

- Pick a good starting track (Something well-known and upbeat)

- At approx 20 past and 20 to the hour please remember to play all adverts / PSAs / Promos / Sponsor jingles that you are required to during your show.- These are in the Break Blocks on Zetta and pre-programmed.

- Travel at 10, 30 and 50 using the travel Bed In and Out - this will fire the travel RDS flag. ( Only on Drive and Breakfast unless a major traffic incident during your program.)

- Make your programme relevant to your audience and get to know your audience. Hospital radio has been found to be beneficial to patients, lifting their mood and aiding recovery.

- Avoid playing back-to-back tracks - separate with a station jingle if you do
- Don't play obscene tracks, banned music, or depressing music (see 'Swear Words' section)

- Back-time to the news so your last track finishes at the right time. If you cannot do this well, then use a strategy to avoid it and speak about the next hour and give out info to pad out time before your last track up to the news. Don't just play a bed or instrumental track.

which can be cut at any point to play the news jingle. Zetta has a backtime

clock so it should be easy to see.

- Presenters should check the studio and request emails , Redio for text messages along with any local healthcare news which can be seen on the main Main hospital website - <https://www.plymouthhospitals.nhs.uk/latest-news> before each show. This includes the latest information and talk-ups that you can include in your show.

Please note: All station output is recorded on a logger a kept for a specified - amount of time. This is a requirement from OFCOM and allows us to check our outputs content and follow up on any complaints we may receive.

- Presenters should promote all listening methods to listeners. The station frequency and name. Ideally most links should include out station name.

- All Advert and Spot breaks must be topped and tailed with the station ID.

### **News / Weather / Travel / Sport Reports**

The news is delivered either by Radio News Hub , automated or by a Satellite feed from Sky News. (When news isn't being broadcast on this channel - pips can be heard intermittently) Both News feeds are automated from zetta and will appear on Zetta A or Zetta B faders so please ensure both are up for the news.

If you wish to take an IRN feed manually you can find it as a source that you can put onto any fader.

All shows are required to broadcast the News headlines, which are live each hour – on the hour.

During Breakfast (7-10am) and Drive-Time (4-6pm) local headlines can be broadcast at half past the hour . with material available from various Plymouth media companies which you must mention when you source material.

The weather forecast is available as part of Radio News Hub directly after the news or you can live read this from BBC Devon's Weather website. Please use the Weather In and Out when you live read this after the news.

Travel news should be broadcast during Breakfast and Drivetime at 10 , 30 and 50 mins past. Traffic info including ferry and train delays can be broadcast as information. Keep these short and to the point giving reasons for delays. Traffic should be no more than 90s long. Please give out the studio number and encourage people to call if it is safe and legal to do so.

<https://www.theaa.com/route-planner/traffic-news/Plymouth>

National sports news is wrapped twice daily via the IRN website and local sport can be sourced from the BBC website and Plymouth Live website. It is a requirement that Sport be broadcast at 30 past the hour during Breakfast and Drive-Time. At Weekends and during sporting events Live Sports updates may be available Via the News Fader on the mixing desk. You will be informed if this is going to happen during your show and if you are required to broadcast it. We Broadcast Live from Argyle via our SIP circuit this is to broadcast on FM only.

As a station we are committed to bringing up-to-date news, weather, travel and sport. If you are not a presenter of the Breakfast or Drive-time shows you are not required to do regular weather, travel and sport news, however it is an expectation that you regularly check online and do weather, travel and sport reports whenever there is anything of significance to report on.

## **Major Incident / Obituary News Procedure**

In the event of a major incident or obituary the following procedure should be followed, by the book.

The definition of a major incident is when an incident happens that causes mass death. Such as a terrorist attack or severe road accident, plane crash etc. An obituary (sometimes abbreviated to OBIT) is when a well-known public figure or senior member of the Royal family die.

You may be alerted to such news if you have the studio TV on or browse the studio internet. You maybe alerted to the news via a phone call from a station colleague or member of the public.

### **Follow this procedure immediately**

1. To verify that the information you have been told is correct - check Sky News on the TV or check the I.R.N website [www.irn.co.uk](http://www.irn.co.uk) (it will be on the website under a BREAKING NEWS header).
2. Once you have confirmed the information is correct pre-fade (PFL) the News fader on the mixer to see if a news item is broadcasting, about the incident, or if instructions are being given out about a forthcoming news bulletin.
3. If a news item is already live you will need to dip into the feed as soon as possible. If there are instructions about when a news item will start be ready to start the news feed at the given time. (do not broadcast the instructions from the feed – these are just for your information)
4. When you are ready to broadcast the news feed, fade out the track that is playing and simply say, “We now interrupt normal programming for an important news item”
5. When the news feed ends do NOT revert back to your normal show format and only play music from the OBIT playlist (provided in the studio) or play classical music.
6. Find out when the next news update is and join the feed when it goes live. (it is quite likely the news channel will broadcast longer and more frequent bulletins) You should find information about this on the I.R.N website.
7. When your show is due to end make sure you inform the next presenter that the station is in OBIT mode or if no-one is taking over you must speak to a senior member of the station for instructions. (See Call For Help section)

### **Please Note:**

YOU are NOT permitted to personally break the news article about the incident and are only permitted to hand-over to the news feed. Please use the phrase " We are getting some breaking news so will cross live to Sky News Radio"

You are NOT permitted to pass comment or speculate about the incident and must remain impartial and professional.

The above information is very important. If you do not understand something on this page please speak to an exco member for further training.



### ***Adverts / Sponsors / Promos / PSAs / Talk-Ups***

It is essential that you play the adverts and sponsor jingles as instructed. These could be a source of income so should be played where scheduled.

During your show it is mandatory that ALL presenters promote shows that are coming up after your show, later today or tomorrow. Use show promos if available.

You should also include Public Service Announcements (PSAs during your show. These are scheduled and will form part of your breaks.

You should ALWAYS come out of an advert or PSA break with a station jingle.

Please include one or more talk-ups in each show. These can be found on the "studio" page of the website. ([www.hospitalradioplymouth.org.uk/studio](http://www.hospitalradioplymouth.org.uk/studio))

### ***Swear words***

If a swear word goes out live on-air you must apologise at the nearest possible opportunity. If it is your guest that swears they must apologise. Always report such instances to the programme controller and station manager detailing the time and date it occurred. Failure to report swear words that go out on-air will be taken very seriously as it can get us into serious trouble with OFCOM if the correct protocol is not followed.

Zetta: All music in RCS Zetta has been screened for bad language or inappropriate lyrics. However, sometimes the odd swearword slips through the net. If you come across a track in Zetta with bad language please **do not ignore it** and report it to the programme controller and Head of Music so the track can be edited or removed. Please also detail the time and date that the swear word/s was broadcast.

Your Music: Some of you play your own music via CD's, Vinyl etc. It is **your responsibility** to check the content of the music you play **before** you play the tracks on your show. If you play a track with inappropriate lyrics by mistake you must report it to the programme controller detailing the time and date it occurred. If you play something that is not on Zetta you must include the live metadata by filling out the "Live Metadata Send" panel.

### **Microphone technique**

It is very important to work on your microphone technique. In addition to talking clearly and having something to talk about, your programme will seem very amateurish if you cannot use the microphone correctly. Our microphones are very directional, and work best if the pickup is facing your mouth.

Think about what you are going to be doing during your link talk if you are going to be talking to a co-presenter or guest, make sure your microphone position allows you to look at them.

If you need to move away from the microphone (say to pick something up) let the listener know, ("sorry, I just have to pick up the newspaper...") increase your volume as you move away...(**"I need more space or less stuff here!"**) and keep talking. Do **not** have conversations with people who are "off microphone". If someone is not in front of a microphone the listener cannot hear what he or she is saying, and this will almost always make bad radio.

**GUESTS SHOULD NOT SIT NEXT TO THE PRESENTER in Studio1 if using a separate mic !** We have an auto-mic mixer and will not work well and people will not hear you - ALWAYS Sit opposite the Presenters position.

### **Telephone calls**

***Remember that as soon as a caller is connected to the desk they hear everything even if the mic is off.***

You will not hear the telephones ring in the studio. Flashing lights on the wall and phone will indicate an incoming call. No calls from listeners are allowed live on-air unless prepared or recorded . If the phone goes while you are talking on air, try to

conclude your link speedily and then take the call. .

### **Messages**

Listeners can record a personal message via the app on IOS and Android, this can be set up to play out onair via the hotkeys.

### **Studio Email**

Listeners can email all presenters in the studio either use [studio@hrplymouth.org.uk](mailto:studio@hrplymouth.org.uk) or [requests@hrplymouth.org.uk](mailto:requests@hrplymouth.org.uk)

## **Internet**

A monitor to the left of the Zetta monitor is available for internet access. Please feel free to use the internet for adding content to your show. Sound from the Internet can be broadcast as it has a fader on the mixer desk. However, make sure you do not broadcast any audio from the internet that the station does not have a legal right to play.

If you use social networking sites such as Facebook or "X" (Twitter) remember to log-out of the websites when you have finished.

You must not use the internet to look at pornography or anything inappropriate and you should not download programs to the computer without prior permission.

## **Voice-Tracking**

Both studios are available to voice-track shows. This is where you can pre-record a show if you are unable to do your show live due to holiday etc. You may also wish to do a pre-recorded show as well as your live show. Speak to the programme controller and engineer for details and training. Please also let the Program controller know that you are voice tracking your show.

## **Hand over**

If you will be handing over to another presenter, you will normally do this during the news. Get ready well before hand so when you start the news you can quickly get out of the mixing desk chair and move out of the way for the next presenter. Remember to say thank you to the previous presenter in your first link or before the news let people know whats in the next hour

## **Swapping Studios**

If you want to swap studios for any reason follow these steps

1 - In Studio you are moving in to ensure the desk is set to Profile 1 ( HRP ) 2

- Make sure Zetta A and B are on and faded up on the desk

3- When ready go to the hotkeys and find the page ZZ Studio Switching

4- Press the Studio button you wish to be live , after a few seconds you will notice a sequence happen in Zetta and then the studio will be live.

5- to move back , repeat the above.

6- If you need training contact the station engineer.

## **Technical Information for Presenting Your Programme**

The below is intended to help station presenters know the correct routines for a radio show. Whilst it will not instantly make anyone a good presenter, it will show you the basics of how to run a show from start to finish, and contains some hints and tips for “best practice” with the many complicated systems routinely used by a presenter.

### **Power**

The studio desk should always be powered up. The TV's on the wall in studio 1 may be switched off / standby these can be switched on using the remote control. The TV on the right will show the clock and levels mic live etc and the screen on the left can show whats playing with artwork or can be used to watch normal tv ( usually news )

### **Phone :**

The Studio phone does not make a sound, instead it flashes a light around the studio. The light will flash about 4 rings then it will move onto the REDIO screen . Callers will hear a recorded message explaining that calls may be used on air. The phone will now flash up on the redio screen awaiting for you to answer via the desk.

It is ideal if calls are recorded before aired to avoid any profanity's going out live.

### **Fire Alarm**

The Fire alarm is usually tested every Monday morning. If you hear the alarm switch zetta to auto and leave the studio and head to the assembly point. DO NOT MENTION FIRE ON AIR.

## Desk Setup

Before you go on air, you must check that the correct profile is selected. On the right hand side of the desk select the HRP profile by rotating the black knob and pressing it. The desk is now ready for you to use.



## Basics of the mixing desk

The mixing desk is split into two with the main being on the right. The desk has multiple channels, each of which can be set as anything you wish. The Mics are usually on the right and Zetta etc on the left. If you would like the desk set up a different way please contact engineering who will assist you with this.

The main controls you will use on each channel of the mixing desk are the On/Off button (bottom), the fader, the Preview button, and the options control (top).

In general you should preview your own microphone to set the levels correctly. To do this, ensure the fader is down and the On / Off button is "On". Press the "Preview" button so that it lights up.

The Speakers in the studio will mute. With your headphones on listen to your voice and ensure the signal is clean, there should be no hums or buzzes. Next press the options button and look in the small led screen and select gain press the options button once and then adjust it up and down to make the level on the preview meter hit PPM 6. Then press EXIT using the "soft" button under the small screen.

Press the Preview button again to put the channel ready.

Always wear headphones! so you can hear the level of the music and your voice.

Full training will be given by the station engineer if required



## CD Players

The two main CD players are professional systems with several “Radio presenter friendly” features. They have jog and shuttle dials allowing very fine control over the exact start position for a CD. When a track ends, they stop, unlike a domestic CD player, which normally continues to the next track. They auto-start when the relevant fader is moved from the zero position, or the “On/Off” button is switched to On and the fader is not in the zero position.



To select a track, rotate the small white knurled knob until the correct track number shows.

To listen to a track before playing on air, ensure the fader for this CD player is right down, and the On/Off button is Off. Press the relevant preview button, then press the Play/Pause button on the CD player.

To fast forward, rotate the outer large white wheel clockwise. To skip backwards, rotate the wheel anti-clockwise.

To cue a track to a specific “cue point” ready to start, play until you are very near to the cue point and press Play/Pause. Wind the inner large dark grey wheel clockwise or anti-clockwise until the track “stutters” at exactly the correct moment. Press Cue to set the cue point. Press Play/Pause to check that it starts correctly.

To reset the track back to the beginning or previously chosen cue point while it is playing, press Cue.

## Zetta

This guide is intended to show you how to take Zetta out of full automation mode into live mode, give an overview of the main features of Zetta, and show how to put it back into automation mode at the end of your show (assuming you are not handing over to another presenter). It is not intended as a user manual for Zetta, which is available in the studio by pressing F1 .

### Zetta login

Zetta should be up and running in the studio with the playout system showing on the right hand screen. If it is not then you will need to log your studio in .

**Note - Zetta will still be operating even with the window closed.**

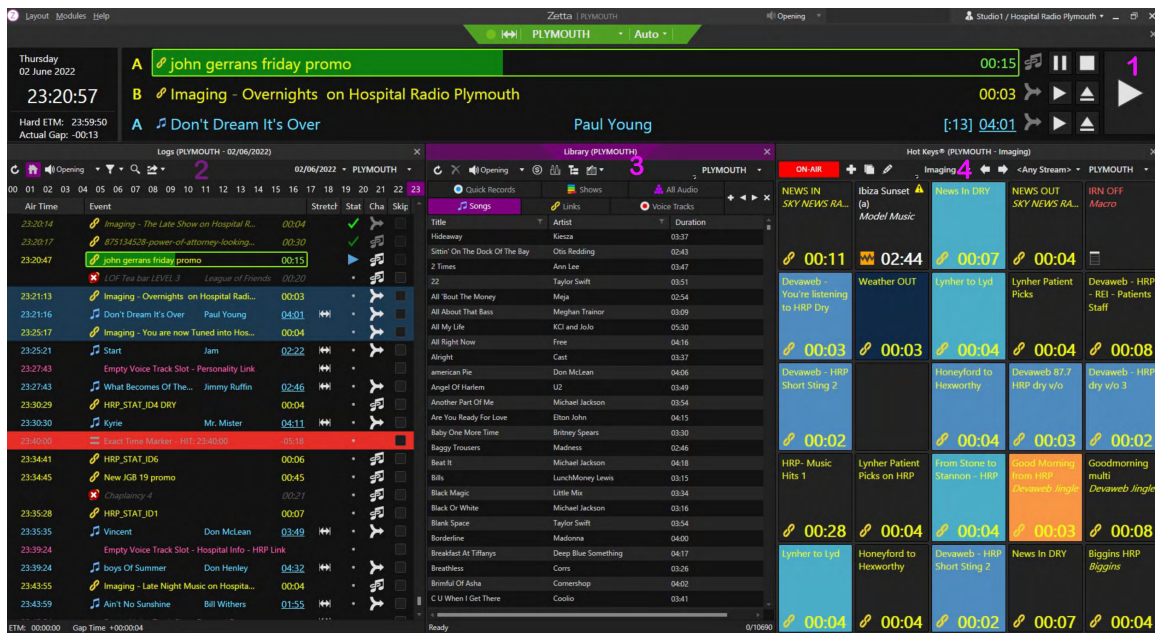
Click the Zetta Icon and you will be prompted to log in  
Once logged in you will either be in Auto if you are first in the studio or Live Assist



You will have been given a user name and password to log in.

# To switch Zetta out of full automation mode

When you have logged in, Zetta *should* look like this:



The Top bar will show green and Auto if Zetta is in full automation mode or "live Assist" if in Live mode. The blue buttons in the middle of the keypad at the top switch between "LA" Live Assist and "Audio" When in Live mode you can set stops at the end of the track where you you can speak . To start the next track either press the big green button on the Zetta keypad or click on the BigNext arrow on the screen ( 1 )





Full Studio training will be given by the engineer or a member of the Exco. Additional training is available at anytime by contacting the engineer.

### The Phone !

When the phone rings the lamp will flash " Phone " and the LEDs in the studio will also flash.

- 1) Pick up the receiver and press the first line button on the phone console it will have a small green dot flashing next to it.
- 2) Speak to the person \* (continue to 4 for putting the call to air )
- 3) Once finished hang up by pressing the OFF button on the phone console and put the handset down.
- 4) Explain to the caller that you will speak to them on air or recorded
- 5) Press the AIR button on the phone console
- 6) put the handset down
- 7) on the Mixer desk find the fader marked Phone 1
- 8) as soon as you fade this up and it is on the caller is live on air. If you are in VT mode the call is recorded not on air.
- 9) You may wish to speak to the caller off air - for this use the pfl button to hear them and press the "talk" button to speak back.
- 10) Once finished press the "OFF" button on the phone console.

## Desk check

When you come in to the studio, you want to find the desk in a known state. You can reset the desk by selecting the HRP Profile for live or VT Profile for recording. Make sure you leave the desk in the right state for the next presenter. Ensure all faders except Zetta A& B are in the down position. Turn down the monitor speakers - Make sure Zetta is in Auto !

## Signing out

Write the time next to your name where you signed in, and sign to say you accept responsibility for the correct close down of the studio (or handover to another presenter).

## Intruder alarm

When you have tidied away **all** your rubbish, washed any mugs or cups you have used and you are ready to leave, you **must** set the intruder alarm.

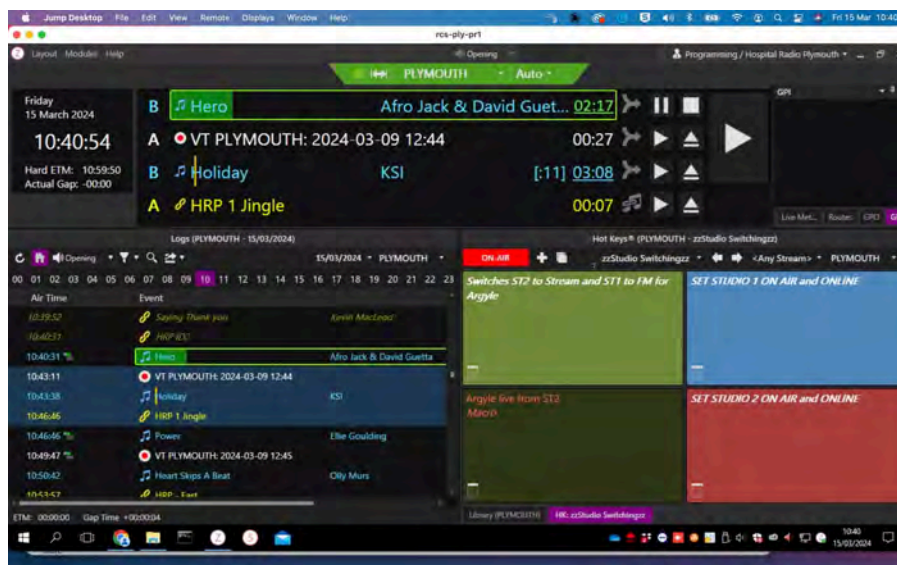
## Locking up

You **must** lock the studio each time you leave it unless another presenter is inside.

## Split Studio Output FM , DAB and Online ARGYLE COMMENTRY

Some times it is necessary to split the FM output away from DAB and Online. Follow the next steps :

- 1) Ensure that the SIP fader is up in ST2 ( for argyle or OB's Only )
- 2) Chat to the presenters at the remote location to make sure you can hear them in studio 2. and then Cue them in after the playing song
- 3) On the Hotkeys select ZZ Studio Switching Press the button that says Argyle live from ST2
- 4) This will put studio2 live to FM.
- 5) After the remote broadcast has finished press the blue button marked ST1 online and onair



## Dealing with problems

**Keys-** If you don't have a studio key you will only be able to go inside the premises if a key holder is present. You should leave when they are ready to go home, as they will need to lock up. If you have a key and you are the last one to leave the studio you are responsible for locking the door.

**Intruder Alarm-** If the alarm goes off you can silence it by typing in the correct code. An escalation call will automatically be made to the studio engineer. If for some reason you cannot silence it you should report it straight away. (See Call For Help below). If the alarm has not been set, by the previous person to leave the station, you should report this by completing an incident report and put it in the chairperson's pigeonhole. The reports and pigeonholes can be found in the reception room.

**Emergencies** - If you have a serious emergency, that can cause you harm, you can summon help by pressing one of the panic buttons. Call 999 and give the location as NHS Bircham House William Prance Road PL6 5WR

**Equipment Faults-** If you spot a fault with any of the studio equipment please do not ignore it. Please email [engineer@hrplymouth.org.uk](mailto:engineer@hrplymouth.org.uk)

**Fire-** If the fire alarm sounds you should evacuate the studio immediately. Press the Auto button and leave the studio. You should be informed when the hospital is planning a fire alarm test.

**News-** If there is no news available on the news fader you must report this issue. (See Call For Help below)  
If there is a problem with the news be prepared to read the latest headlines from the IRN website. You will know if there is an issue before you cross on the hour as you will have prefaded the channel and listened for the pips. If you have to read the headlines please introduce as follows. As the news jingle fades say " from the apple news desk at (time) good morning/ afternoon/ evening. End the bulletin by saying "Thats the latest I'm (state your full name). Then start your outro jingle.

**Air Conditioning-** The air-conditioning needs to be functioning to prevent equipment over heating and malfunctioning. If it is not working report it to the station engineer

**Call For Help-** If you need to call for help you should use the main studio phone . Contacts at the end of this document

## **Glossary of terms**

**Adverts-** A pre-recorded piece of audio that promotes a business or event. The station charges money to produce and play out this audio piece.

**Back-Timing-** This is what you do to reach a certain point of a show by starting a song at the right time so it finishes perfectly at the point you want to reach (such as the news on the hour). This takes some practice and tools are available to assist with this. The backtime will show on the zetta screen top left.

**Bed-** A non-vocal musical track used behind a speech element – sometimes the news, a weather report or quiz will use a bed.

**Breakfast Show-** The Breakfast Show is always a flagship show on any station and usually broadcasts from early to mid-morning on weekdays. Statistically radio breakfast shows have the biggest audience. A breakfast show will include extra news, weather and travel bulletins.

**D.B.S-** All members of the station have to pass a criminal records bureau check. As we work with the public and potentially vulnerable people we have to do this check to ensure that members don't have a criminal background.

**Cut-**A section of a media file. .

**Drive-Time-** A drive-time show usually broadcasts from late afternoon to early evening on weekdays and gets its name as many listeners are listening from their cars on the journey home from work. A drive-time show will include extra news, weather and travel bulletins.

**Fader-** A fader is used for each audio source on the mixer desk. It allows you to fade-in or fade-out a track by increasing or decreasing the volume.

**I.R.N-** This stands for 'Independent Radio News' and is the source of our news output which is now run by The Sky News Centre in London.

**Intro-** This is short for the word introduction. In musical terms an intro is a start of an audio track before the artists starts to sing. An **Outro** describes the end of a song, which only features music with no singing.

**Jingle-** A produced programming element.

**Liner-** A written imaging phrase, sentence or sentences that a Presenter says over an intro of a record or during a break between songs and spots. Usually, Liners stand by themselves and are meant to communicate concise imaging. eg "a better music mix " or "Local radio for Plymouth"

**Link-** This is the term used to describe a presenter's speech in between songs.

**Major Incident-** This is where a national or international incident happens that causes mass death. A terrorist attack or severe road accident etc.

**Mixing Desk-** Also just "desk". An electronic device for combining (also called "mixing"), routing, and changing the level, timbre and/or dynamics of audio signals. A mixer can mix analogue or digital signals, depending on the type of mixer. The modified signals (voltages or digital samples) are summed to produce the combined output signals.

**Zetta Log-** This is the list of music that will be played

**O.B-** This is an abbreviation of the words outside broadcast. An outside broadcast is when the station broadcasts a programme from somewhere outside of the normal studio, such as a fun day.

**Obituary-** This is when a well-known public figure or senior member of the Royal family die and the station will revert to a specified playlist and will include extra news content from I.R.N

**OFCOM-** Ofcom is the UK's communications regulator. We are required to follow the guidelines set out by them. Failure to do this can see the station penalised and we could even have our broadcast license revoked by them.

**Off-Air-** This is the term used when the studio is not live.

**On-Air-** This is the term used when the studio is live and a show is broadcasting.

**Padding-** This is a slang term used for when a presenter needs to kill some time, maybe a minute before the news for example, when you don't have time to fit in a whole song. The presenter will usually adlib to fill the time or include some station talk-ups.

**PFL-** This stands for Pre-Fader Listen and is a button on each fader on the mixer, which allows you to pre-listen to a track before you broadcast it.

**Pips-** A pip is an intermittent beeping noise. Pips are commonly used to show an audio source is still live even though there is no content currently being broadcast such as the Satellite news channel.

**Programme Controller-** A station programme controller is responsible for leading programme teams

**Promo-** A piece of audio that promotes another programme that will air soon. The term promo may also be used for audio that promotes a station event such as an outside broadcast.

**PSA-** Public Service Announcement. A pre-recorded piece containing information considered to be useful to the listener.

**Sponsor-** A Company or organisation that pays the station money to be affiliated with a certain show or elements of a show such as the travel bulletins.

**Studio-** This is the term used to describe the room from which our shows are broadcast.

**Talk-Ups-** This is where you read out articles (usually about the station). These articles may include news about the station like a forthcoming event. Talk-Ups add content to your show and helps with padding if you need to.

**Voice-Tracking-** This is a name used to describe when you pre-record a show for later play-out. It allows you to simply record your voice links in between songs on the Zetta log.

Key Contacts :

Station Manager - Keith Jolley  
07854 362941  
kjolley@hrplymouth.org.uk

Programme Controller -Tony Gilliam  
07463616057  
tgilliam@hrplymouth

Head of Music Trevor Middleton  
07764287982  
tmiddleton@hrplymouth.org.uk

Engineer - Richard Hargrave  
07590486273  
engineer@hrplymouth.org.uk

Type text here



After reading the complete Members & Presenters Guide you are required to sign and return this form.

**Please print your name here (in block capitals):**

I confirm that I have fully read and understood the Members & Presenters Guide and I understand the importance of asking an exco member about anything I am not clear about.

I understand I must abide by the rules set out within the Members & Presenters Guide.

**Signed:** (only sign below when you have read ALL of the guide)

**Date:**