

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 09/02/2002, 16:29
To: Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

Background Story to Email:-

Newsletter Weekly Update.

General Info.

PJ Davidson-Smith Former Secretary

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Subject: News Etc 10.02.2002
From: "Secretary" <Secretary@radioheatherwood >
Date: 09/02/2002, 16:29
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Hi Girls & Guys

Some bits for you.

PPL

Heard nothing from the meeting which took place last Wednesday can only assume there is no change there. On the noticeboard in the reception is a copy of the letter from the National association which lets us know the full story behind the fees.

Engineering Problems

I was sitting in studio one last week and thinking to myself things have settled down with the equipment. The power of thought. How wrong could I be ?.

Left Hand Turntable Studio One

The module for the left hand turntable is producing low output on the left hand channel. You may need to press the mono switch on this to rectify.

Studio Two Module in Studio One

Following on from my news last week about the link to studio two. When the fader is up and the mike live light is lit, the sound will not come out of the speakers only in your headphones.

Studio Two

CD 2 There is a power problem with this and I have had to put the old deck back whilst I effect a repair. Be aware that the old deck sometimes skipped when playing certain tracks. The repaired deck will be back next week.

Speed Dial 62

The who you gonna call in an emergency notices on the walls by all phones. Shows Speed Dial 62 as being Roger. This was ceased sometime ago but I am pleased to announce this is now back in service. So if you need someone to make the tea or you want to borrow a fiver contact Roge. Seriously if you need help etc Roger is your Man.

Studio Temperature

The warm weather is just around the corner and already we are experiencing stuffy rooms. The two air coolers were empty today. We have filled them up but if need to use them please refill them up. Don't leave them empty.

Water for The Studio

We have now got a base unit for the sink at a knocked down price. We hope to be able to get a sink and have this plumbed in as soon as possible.

Web Site

The web site was modified this past week to carry info on how to send an email for a request. This has been added to the request page as well as the contact page.

The sponsors page has been changed to incorporate the basic running costs before we play a record.

New Staff

We have had two enquiries this past week from potential recruits. One lady saw the leaflet in the bank in Crowthorne. We have sent her an application form and await her reply. The other was a from a university individual. Not really helpful for us.

Don't forget if you can get the leaflets spread about in the community it will assist us in raising the staff level.

Web Site Address

I came across a good web site for movie information and information about stars etc. If you want to find out who was born on a particular day etc. The database throws up individuals who you can then do a further search on what they have done. Might be good for your program content. Address www.imdb.com/

Some Reminders

Any action which may require us to carry out a certain function can be found in the operations manual. I.e. what do we do, if someone turns up at the studio unannounced, or how do we record a donation we receive etc. The opps manual is a wealth of info

Loan radio's

It cannot be said enough that radio's must be returned to the right ward. On ward eight today we received a complaint from the staff about radio's disappearing. The truth of the matter is when I have repaired them they seem to turn up on other wards. If you can try wherever possible to place the radio on the right ward. This can be achieved by removing any radio from an empty locker which belongs elsewhere and leave the correct one.

By the way over the next few weeks I will be putting out 15 more radio's which we now have the plaques for.

Car Parking

There is a lot of aggro going on at the moment with the ladies of the trolley shop who seemed to have got it into their heads that they can park anywhere. A reminder to all staff that your permit allows you to park in permit areas only do not park in the public spaces.

That's all for now
Keep on Rockin!!!
Regards
PJ

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