

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 12/04/2003, 15:15
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:-

Rhapsody News Etc 12.04.03

PJ Davidson-Smith Former Secretary

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From: "Secretary" <Secretary@radioheatherwood >
Date: 12/04/2003, 15:15
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Hi Team

Lots of info to get through :-

Hospicom (Bedhead System)

We have our first meeting with the hospital on Tuesday 22nd April . We will let you know the outcome of that meeting.

Rhapsody Test Weekend.

The outcome of the weekend produced no technical problems for the system. Not much feedback has come in. But with time this should improve.

Rhapsody Who Does What :-

We had some discussions today and it has been decided that the following info should assist you with any queries etc:-

Dave Smith:- New Library Database recording and MP3 queries.

PJ Davidson-Smith Technical issue's, Advertising and Rhapsody Management.

Matthew Robinson Training on Rhapsody

John Murphy - Production of a program schedule and Management for Transmission.

If you have any questions please direct them to the relevant team member.

Category Champions

John Murphy Quizzes & Country & Western

Roger Hawkes Local Events & News

Tuesday Team - Initial Patient Information Trailers

Don't forget there is space for you to participate in any of the categories.

The audio on Rhapsody can be defined as one for speech bank and one for Music, the music bank is quite full and needs very little help. The Speech Bank is in trouble it's for all intention purposes in the red and we need it in the black before we can make some withdrawals and allow Rhapsody to include it in program output.

This is so important to the development of the service that we intend to take steps which will ensure you have the opportunity to make some deposits in the speech bank.

I hope you will keep an open mind on our ideas and wherever possible be helpful and constructive in your support and respect each individuals extra time they are putting in to achieve the final goal. We hope to be able to provide a radio station which is not just Matthew John or Stan we want content from all the voices no matter what you are interested in. This Station is not a one man show it's a team event.

Trailers Liners Etc

When you produce trailers etc remember what I said at the training events, always produce the speech content as separate wav file. we add backing in the final mix. Keeping the original speech content on it's own allows us to edit change and produce many different versions. If you don't believe me, record an item with music in the back ground and then try cutting some of the speech out(Sounds Crap).

Additional Studio Time

Only one night has asked for additional time Tuesday's are to use the studio on Thursday 24th April. Remember if you want time you need to book it with me first. We have other events taking place and the studio time will need to be managed.

New Presenters

Some pointers for you, if you take a call, we don't accept people from more than 10 miles radius from Heatherwood and if they are nearer to Wexham park, Chertsey, Royal Berks or Frimley Park we would recommend they contact, whoever is nearer to them.

If they want info point them to the website.

We don't intend to take on new recruits for the next few months because of the training which needs to be briefed out to our current presenters.

Batteries

The free batteries from last weekend has ended so all batteries are a £1.

Rhapsody Goes Live

As from tonight Rhapsody will be delivering the service on an increasing level over the next few weeks building to the full 24 hours 7 days a week. A sample program leaflet has been left on the noticeboard the program content listed is only a guide and will not be the final schedule.

Here is the schedule for the next 14 days

Saturday 12th April 6pm-12pm Radio Heatherwood Standard Music Mix
Sunday 13th April 6pm-12pm Radio Heatherwood Standard Music Mix
Monday 14th April 6pm-12pm Radio Heatherwood Standard Music Mix
Tuesday 15th April 6pm-12pm Radio Heatherwood Standard Music Mix
Wednesday 16th April 6pm-12pm Radio Heatherwood Standard Music Mix
Thursday 17th April 6pm-12pm Radio Heatherwood Standard Music Mix
Good Friday 24 Hours Sounds of the 70's
Easter Saturday 24 Hours Sounds of the 80's
Easter Sunday 24 Hours Sounds of the 50's including Films & Shows
Easter Monday Until 12 midnight Sounds of the 60's
Tuesday 22nd April - Friday 25th April 4pm-12pm Radio Heatherwood Music Mix

The standard music mix consists of selections from all music categories. The only program guaranteed is the comedy hour every night at 10pm and also three times a day during the 24 hour days.

Each night when you arrive, you will be taking over from Rhapsody or handing back and I will be producing a guide for you to use as well as some hands on.

From this point on, we will be respecting the sanctity of the news at the beginning of the evening and at the end i.e you won't be allowed to fade the news or arrive late for it:- All news breaks are 3 minutes.

Startup or Closedown Sequence

The wording of this will change and we will produce a guide for you.

That's all for now

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

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www.radioheatherwood.org.uk

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