

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 13/04/2003, 06:07
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 Additional

PJ Davidson-Smith Former Secretary

Subject: Rhapsody Additional
From: "Secretary" <Secretary@radioheatherwood >
Date: 13/04/2003, 06:07
To: Radio Staff

Hi Team
Some more items

Training

The training of all staff is about to move up a gear and will be the priority for the coming weeks. We have 9 weekends till official launch date and by this date we need everyone to be at a reasonable competence level.

Whilst we have given you all a grounding in the initial techniques we still have a number of items we would like to brief you on.

Round the Clock

On the walls in both studio's and there is a copy on the general noticeboard. A diagram of a clock which shows you how we break for the news or how we take over from the news. There is a mistake on the times on the clocks it says 59:59:50 this should actually say 00:59:50 the first digits represent which ever hour you are in i.e 21 for 9pm etc.

To use the clock instructions read the items in a clockwise direction. Practice in the off air studio by following the instructions and opening the fader to Rhapsody (formerly tuner).

Opening & Closing Procedure

As we will now be broadcasting with Rhapsody when you start and finish We need to change the words we use. It is important we get the date onto the video and this will still be a requirement.

Opening

Takeover from Rhapsody after Station ID has Played:-

Good Morning/Afternoon/Evening:-

It's ---day -- of ----Month

This is The Patient Radio Request Service; Radio Heatherwood, Broadcasting On 999kHz AM & Channel 3

Your In The Company Of----- (Yr.Name).

Closing

Your In The Company Of----- (Yr.Name).

You Are Listening To The Patient Radio Request Service; Radio Heatherwood, Broadcasting On 999kHz AM

For ---day -- of ----Month.

Listeners Can Continue to Enjoy Radio Heatherwood's Rhapsody Service By Staying Tuned to 999kHz AM & Channel 3.

Handback to Rhapsody before the News using the clock Sequence.

i.e. All of the closing statement needs to be spoken before 00:59:50. This may mean you need to speak before 00:59:28 (Look at the clock Diagram).

A new copy of the opening and closing sequence will be available from next weekend in the studio.

Filename

A reminder to all, if you are creating new items in Cooledit, remember to create filenames which are unique to you and in your directory i.e. JM0001.wav John Murphy. Long file names will not be used in the programs and you will find any material you have created will not show up with your name.

Rolls Royce or Mini

Just to let you know Radio Heatherwood has now joined the Rolls Royce of stations with our automated station and software. Lots of stations choose lesser software and have ended up with a mini. We have a quality proven product which will serve us well for years.

That's all

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

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www.radioheatherwood.org.uk

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