

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 27/04/2003, 05:29
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:-

News 27.04.2003 etc

PJ Davidson-Smith Former Secretary

Subject: News 27.04.2003 etc
From: "Secretary" <Secretary@radioheatherwood >
Date: 27/04/2003, 05:29
To: Radio Staff

Hi Team

Here is some news for you

Hospicom

The planned meeting with hospicom last Tuesday didn't take place because they never turned up. we were not amused and have sent an email to the hospital we are awaiting an explanation.

Cooling

A new cooling unit has been added to the engineering room which is critical for the engineering room. All the new equipment including the computer generates a large amount of heat. It has worked well over this past week as the temperature has been kept to the low 60's. This will help prolong the life of the equipment.

On the down side it can make the library and production area cooler than you would like. If you come in the evening and this is the case, close the door to engineering but remember to open it again before you leave at 10pm.

Sarah F Dave said to you today about turning it off, i think the option of closing the door would be better. especially if you forgot to turn it it back on and the following day was really hot.

Sink Unit

No it's still not connected, I intend to send a reminder to the hospital this coming week.

Program Schedule Rhapsody

The final draft has been completed and I will put copies in the studio, next week.

Information Posters Etc

The information posters and leaflets are completed and a copy of the posters is in each studio and on the noticeboards. Copies will be produced for the hospital shortly. In addition an A5 leaflet which will be included in the schedule leaflet we give to patients, will also be available shortly.

Opening & Closing

The new procedure and words to be used are on the consoles.

News Intro Outro

As you are all aware, when we start in the evening we will take over immediately after the news and at the end of the evening will finish before the news. Through your broadcast night it's up to individual nights if you break for the news during your transmissions, however be mindful that if there is a major news story going on, patients will like to be kept up to date so break for the news when you can.

Comments about what's in the News ?

When you take over after the news, be careful what you might say Foot"N"Mouth comes into play and we don't want any comments about an item of news which could be construed as offensive or in bad taste!!!!

Rhapsody Program Schedule

The current start time of 4 in the afternoon until midnight will continue until 7th June when it will change to 24 hours. Bank Holiday Monday 5th May will be a 24 hour day with music from the Standard Radio Heatherwood Mix All Day.

Rhapsody Speech Bank

The Rhapsody Speech bank has finally had some deposits and I am working on these to be added as fast as I can. Keep up producing some material each week.

There is two different types of liners we need for the Rhapsody service and program schedules

1) One which advertises the program any time of the day i.e..

Don't forget at 7pm tonight it's country fayre old and new just for you. on Radio Heatherwood's Rhapsody Service.

Or stay tuned etc

2) The second type informs the listener what program they are currently listening to i.e.

You are listening to Country Fayre On Radio Heatherwood.

All of the programs on the schedule will require a bank of these liners.

Those categories which need loads of deposits are Did You Know, Film & Show Biz Trivia, Pathe News which doesn't have anything yet and also Patient Information.

Cooledit Info

Some of you will already be aware of this but when you have created your item and before you save. Click on the view option on the top bar and highlight info. When you have opened this box fill in the Song Title and artist boxes with your title and your name. This info once saved with the file, will remain with it always. This is the info which is picked up by Wavecart and Rhapsody.

Your Personal Listing of Items On Rhapsody

Even though you have compiled an item on one of the studio machines there is a number of tasks which I have to perform on it before it can be loaded to Rhapsody. There is currently a two week delay between you compiling it and it appearing on the Rhapsody machine. In addition some categories i.e. trivia cannot be turned on yet because there is not enough items . If at any time you would like a copy of your contribution to Rhapsody I can run off a list and email it to you. But it might not contain your latest compositions.

Play out of your items which were constructed up until the Easter weekend do not start appearing until 6th May onwards

Ward Feedback

If you get any comments about the Rhapsody service back from the patients I would like to know?. There is also room here for someone to produce liners asking patients for the comments.

Am I On Rhapsody ?

Those at the moment who don't have any speech on Rhapsody Are Mondays Amy and Bernie, Wednesdays Sarah B, Saturdays Barry & Dave.

Missing CD

Please check your bags, we have a missing CD from it's case. Genesis CD hits CD232 The case is in the rack but the CD is missing

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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