

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 04/05/2003, 08:18
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 Etc 04.05.2003

PJ Davidson-Smith Former Secretary

Subject: News Etc 04.05.2003
From: "Secretary" <Secretary@radioheatherwood >
Date: 04/05/2003, 08:18
To: Radio Staff

Hi Guys
Some news etc plus Rhapsody

Saturday Cover

We need some bodies for the next two Saturdays any takers.

League Presentation

On Thursday night members of the league committee attended a presentation on Rhapsody at the studio, despite the absence of the representative of the trust the evening went well and the league are very pleased with all our efforts.

Donations

The donations from the wards over the last financial year has been the worst since we started recording them, less than £10.

Monitor Speakers

The monitor speakers are going to be turned down next week to a level which will be unsuitable for those who continue to use them to monitor whilst recording. This is to encourage the wearing of the headphones at all times.(see notes under Rhapsody).

Rhapsody Launch

The launch into full 24 hour working will commence at 12 noon on Saturday 7th June. The sponsors will be invited to arrive at 11.00am and the service will start with the end of the 12clock news. Saturday programs will finish early that day as it is the automated service which the sponsors will want to hear.

Rhapsody Program Schedule

Copies of the program schedule which will be used have been posted on the notice boards and are in the studio's. This is the first print and will no doubt change over the years as we become more adventurous with our programming.

Rhapsody Training Weeks

This coming week is the last of the training nights for your team night on Rhapsody, after this week you should return to doing the normal evenings broadcasting including doing ward rounds in the normal manner. This is not to say the other studio cannot be used by your team throughout the night to get recording.

Rhapsody Liners

Don't forget the two type of liners required using the program schedule This is the hit's of the 60's or later today at 11pm down the decades etc.

Rhapsody Smart A---'s

There is two parts to this section there is congratulations to the Tuesday team for a major improvement in the quality of their recordings and secondly a slap on the wrist to those who change settings on the consoles/pc's and think they know best.

Don't Change Settings You have not been shown, it screws everyone up

Some Golden rules for good quality Recordings
1st Make sure your presets are selected correctly on the sound card

2nd Don't allow the console meters to go into the red, if they do: throw the recording away

3rd Do not have the fader open to the computer when voice/music recording.

4th Only select the mike channels you are using on the Audigy Sound Interface, don't open them all.

5th Don't change any of the settings of the blue knobs on the Chilton adjusting these causes problems for others.

6th Turn off all other equipment whilst voice recording.

7th Use Headphones at all times to record/monitor as you listen not speakers

8th When talking into the mike TDC Talk dead Centre not to the side and not too far away either.

Poor Recordings

Despite lots of info and practice we are still receiving bad recordings here is a run down of nights with areas of improvement required.

Mondays

Only Matthew producing recordings at the moment last batch suffered from cutting the silence too close to the start and end also major distortion on items, similar to whizz on Wednesdays.

Not using the info box

Tuesdays

Alan

Good clean clear recordings watch out when raising your voice, sound level can slightly distort.

Some use of the Info box

Sylvia

Good Clean clear recordings, watch your levels very tight at end of tracks. Using Info Box Correctly.

Sarah F

Good quality from last batch, get your team members to show you how to normalize and click & pop. using info box correctly.

Andy

Good ideas and some good recordings, some have been distorted through high volume, try not to leave too long silence between phrases.

Not using info Box

Roger

Last batch of recordings excellent quality, minor distortion on couple where voice was raised. Need to separate jingles into own individual tracks and name using info box.

Wednesdays

We are having major problems with recordings from the Wednesday team. At the start good quality recordings from Stan and Kirsty but we are getting distortion from every one.

Last weeks

Kirsty recordings from you and Sarah B sound tinny, this is probably due to the fact that someone had turned the blue tone control on studio 1 mixer all the way round. Some distortion from over volume. All of last weeks recordings will not be used.

Kirsty

In general previous recordings have been clear and good quality excellent material watch the high volume and use the info box .

Stan

Good quality recordings excellent material watchout for high peaks. Use info box.
Week before last, recordings sounded tinny and distorted like some of whizzes early recordings.

Whizz

Early recordings very poor, improvement in last few weeks nice content and wording, but still elements of distortion through high volume.
use info box

Sarah B

Early days yet, but distortion evident on first recordings No Liners saying who you are.

Suggestion to Wednesdays send a member of your team along to Saturdays for some hands on. Before you start recording check the settings you need to do. before recording.

Finally

You can see from the above that everyone is doing it right in one form or another but the most important message is distortion not good and wastes a lot of time watch those levels.

Completed Recordings for Upload to Rhapsody

At present I have to review each and every directory on both machines each week to find out if there is any new material. This is proving time consuming and from this point onward a new process to be used.

On each machine is one folder marked WE10052003 this is the date for the Saturday week ending. If you have completed items either copy them to this directory or move your compositions here. These will then be reviewed and added if ok. Each week the folder will have a new week ending date.

Reasons For Rejection

From this point forward, I am going to be quite brutal and not allow the following to be added

- 1 Info box not made out
- 2 Distortion of any kind (sent back to you to redo)
- 3 Recordings with large reverb added or Echo.
- 4 Items not separated into individual files. i.e. One Long file with twenty cuts not acceptable now.

Not all members of your team read their email or have access to it please print this out for your colleagues.

Wavecart New Additions

On Saturday I uploaded between 500-600 items to the databases you will find a lot of your liners and other items have been added including 335 items in the gag section. You can now get Roger to tell one of his stonkers in your show Aaaaaaah'

The first patient info's have been added but we only have 11 we need a lot more.

End of Evening

A reminder to all crews when closing down for the night that faders all closed on consoles before power down, Wave cart shut down properly preset on Santa Cruz returned to Studio 1 or 2 playback.

Trivia Content

A note to Kirsty and others, when you compose a trivia piece don't use quotes from people in the paper this week etc. It immediately dates the piece, general non dating trivia please.

Music Content

A reminder to our younger content, a show at the beginning of the evening containing songs from the last ten years is not acceptable, patient average age in the hospital 55. Remember that if a

listener turns on at seven and hears all records from the last couple of years he or she will turn off thinking that's all we play. Listen to what Rhapsody is putting out!!!!

Studio Use

Keyholders a reminder that because you have the key to the studio's does not entitle you to use the studio's outside of normal broadcast hours. **If you want to use the studio's at any other time you must clear it with Me or David First. (See the operations manual for policy)**

And Finally

A big thankyou to all those who are making efforts to produce material for Rhapsody it's going to be much appreciated by patients for many years to come.

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

www.lof-heatherwood.org.uk

www.radioheatherwood.org.uk

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