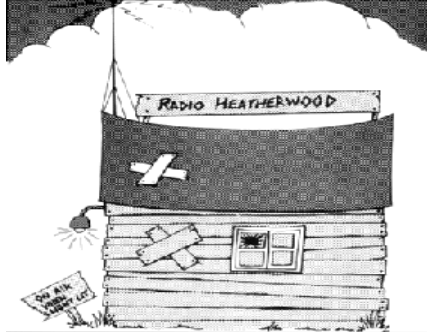


**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 10/05/2003, 17:21  
**To:** Radio Staff



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 10.05.03

*PJ Davidson-Smith Former Secretary*

**Subject:** News 10.05.03  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 10/05/2003, 17:21  
**To:** Radio Staff

Hi Guys  
Here Some brief news for you.

### **Saturday Cover**

Have some space next week for two bodies if you are interested.

### **Speakers Studio 1**

I have changed the speakers today and they are easier to get past to turn on the PC. we can all Thank Matt for his contribution of the speakers. Cheers Matt.

### **Rhapsody Training Book**

I have copied all the recent notes via email and the original training notes into a folder which is in the production area. If you need to check up on anything, it's there for you to use.

### **Program Schedule and Log Sheets.**

On the noticeboard you will see a copy of the new programs schedule log sheet which will be introduced. The layout of the sheet represents what Rhapsody does each hour. The new look sheets should help all of us to produce live programs which have the same format as the automated sessions.

### **If Things are Wrong Or Don't Work**

A reminder if something is not working properly or you find a fault, let me know and I will investigate.

### **Last Weeks Email**

It seems some people are not happy to have been highlighted with the problems of distortion etc in last weeks email. Let me say here there is no intention whatsoever to ridicule or demean any bodies attempts to produce material. The context of the email was to show that we all have some work to do on our compositions to ensure the best quality recordings are relayed.

I am very much aware of the time and efforts being contributed by individuals and know what it feels like to have the material reviewed and find that it's poor quality. For my part I was in at 7am last Saturday morning to try and get to the bottom of why things are not quite right for some.

We are all on learning curve and are prone to make mistakes. If we can identify the problems which are common to us all, we can hopefully find a solution and prevent any time being wasted.

Be assured your efforts have not gone un-noticed!!!!.

### **This weeks Compositions Folder**

Don't forget compositions must put into this weeks folder if you want them on Rhapsody. Folder WE17052003

### Extra Training

Don't forget, there are options for extra training on any of the equipment for software programs. Let us know if you need help

That's All

Regards

Peter J Davidson-Smith

Radio Heatherwood & League of Friends

Heatherwood Hospital Ascot Berks.

[www.lof-heatherwood.org.uk](http://www.lof-heatherwood.org.uk)

[www.radioheatherwood.org.uk](http://www.radioheatherwood.org.uk)

This electronic message contains information from League of Friends ( Inc Radio Heatherwood ) of Heatherwood Hospital which may be privileged or confidential. The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic message in error, please notify us by telephone or email (to the numbers or address above) immediately.

All content is copyrighted

No Unauthorised Publication Without Written Consent

[@facebook.com/PJProductions.AudioImageandVideoArchive/](https://facebook.com/PJProductions.AudioImageandVideoArchive/)