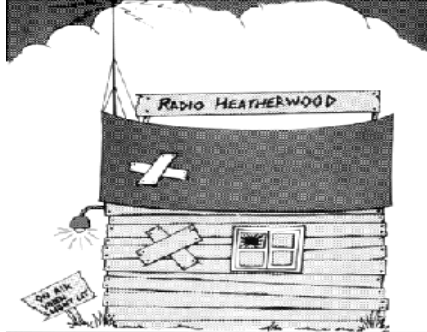


Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 15/07/2005, 21:15
To: Radio Staff



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:-

New Appendixes For Training Companion.

PJ Davidson-Smith Former Secretary

Subject: New Appendixes For Training Companion.

From: "Secretary" <Secretary@radioheatherwood >

Date: 15/07/2005, 21:15

To: Radio Staff

Hi Guys

Attached to this email is a word document containing appendixes 15 and 16 of the revised training companion.

Copies of these appendixes are on the notice board

The subjects covered in the appendixes have been highlighted in the news letter's over the past year.

These appendixes formalise the radio stations policy on the subjects.

Handing back to Rhapsody.

Misuse of Singing Records/Patients Requests

If you have any questions or concerns, Please let me know.

All presenters will be expected to follow the guidelines.

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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Attachments/appendix1516.doc

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Appendix 15. Handing Back To Rhapsody(Not At The Top Of The Hour)

How to hand back to Rhapsody when you are not finishing at the top of the hour.

1) Always use instrumental music to do your closing speeches. Never Use Songs Where An Artist Is Singing.(Patients will say to the next nights team” Oh he talked all over the records last night”)

This closing speech should include a run down of who broadcast during the live session.

2) The last words you say, before handing back should be the words including the time and date which are on the cue sheet..

3) Use the web page to see what’s coming next. In addition PFL Rhapsody fader so that you are aware of what is actually playing. See page

4) When you open the fader for Rhapsody make sure you close all other faders for items you may be playing. See Rhapsody On-Line Web Page 24

5) The fader for Rhapsody should be opened to a point which mimics maximum volume on the meters for a music source i.e. at 4 to 5.

Having completed and adhered to all of the above you may throw the key.

This procedure is only applicable for those who are trying to return to the half hour and not the news.

Fader Levels

Why is volume level for the Rhapsody fader important? Have you ever been in your car and you turn the radio on and unknown to you the volume control is at maximum. You end up jumping out of your skin as you then make a grab for the volume control.

Now think of a patient with close fitting headphones and you have the Rhapsody fader open with low volume and then you throw the key. Maximum volume being delivered by the Rhapsody computer is immediately switched to the distribution network. Patients then have to be pulled of the ceiling!!!.

Summary

In summary you must always allow yourself enough time to do all of your closing speech. The music you use is an instrumental. The last words you say are the official lines as indicated on the cue sheet. You can PFL the Rhapsody fader and use the web page to hear/see what’s happening. The volume level of the Rhapsody fader should be as high as any music source you put through the mixer. If you have done all this then you may throw the key.

Finally if you can throw the key or enter back into Rhapsody at a point which isn’t halfway through an item/record it will sound better. Fading your instrumental out as you fade up Rhapsody is much easier, and sounds better.

Appendix 16.

Misuse Of Singing Records Used As Backing.

When you open up for the evening or close down we advise you to use instrumental records, the reason is so as not to, wind the patients up by talking over the singing records.

The generations of listeners we cater for prefer a more relaxed approach and they like listening to records in full.

When we announce a record to be played for i.e. Doris on ward 4 and it's say a singing record, do you think Doris would be pleased if you are still waffling on over the top of the record ? or she has chosen a classical piece of music and you are waffling on. ?. It certainly would wind me up and I'm sure the patient doesn't like it.

The correct manner for us, is to announce the record and let it play and only come back after the record has played.

Terry Wogan and co may take great delight in talking all over the records, but we play and adhere to a different type of radio. Patient is King and records chosen by any patient should be played in full without any further interruptions from us.

A patient who chooses a record which is personal to them will hopefully remind them of a good time in their lives we shouldn't spoil it for them!!!!

Our aim at all times must be to listen to what the patients like and produce program style which is easy on their ears.

The above guidelines do not just refer to patients requests; this also applies to all singing records.

If you find that you have to cut a singing record short, fade out the record so that it cannot be heard.

Those who have this habit of talking over singing records should review their presentation style and cease immediately.

Footnote:-

The station has always had an unwritten rule about not talking over the singing records which are aired. All presenters who join the station must adhere to this rule.

Persistent failure to adhere to this policy could jeopardize your broadcasting position.

The station management has decided to clarify our position in writing and ensure there is no ambiguity over the rule.

We Do Not Talk Over Singing Records Or Patient Requests