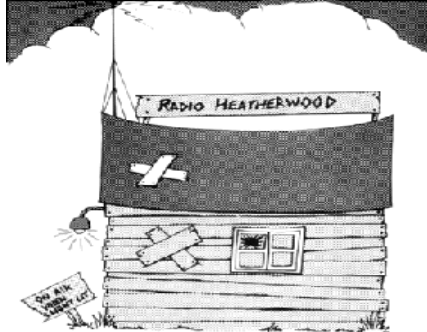


**Subject:** Radio Heatherwood Presenters Newsletters  
**From:** "Secretary" <Secretary@radioheatherwood >  
**Date:** 05/02/2006, 09:30  
**To:** Radio Staff



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:-**

Radio Heatherwood Newsletter Feb 2006

*PJ Davidson-Smith Former Secretary*

**Subject:** Radio Heatherwood Newsletter Feb 2006  
**From:** "Secretary" <Secretary@radioheatherwood>  
**Date:** 05/02/2006, 09:30  
**To:** Radio Staff

Hi Guys

Here is this month's newsletter. bit late but I have been having a few problems both at the studio and at home with my pc.

### Engineering

We start with the fact our engineering bill since December has gone through the roof as we have had to replace 5 items of kit and scrapped 1 unit at a cost of £535. This we think has been brought about by dirty mains and possible lightening damage. I won't bore you with the details but needless to say with those kind of costs it leaves us financially short for what we had planned to do. So much for the £500 donation last month, wiped out in an instance.

All equipment now is on a UPS to provide clean mains. If the power goes off these will offer about 15 mins of service.

### Radio Applicants

January has seen five applicants apply to the radio via the web application form.

A reminder here to all staff, all enquiries please direct them to the web site to fill out the form.

The quality of applicants leaves a lot to be desired. All of the applicants have been refused on availability plus one was a shift worker.

One form which was completed came in and as usual I sent an email to the individual and asked some extra questions before the intention of sending the full application pack out. Below is listed what was returned.

Thank you for your prompt reply to my application.

I am a student, currently at university, along with my co-host Richard and am currently between cars but will be back on the road a.s.a.p but do also have extensive knowledge of the public transport system that surrounds us today.

We both, as a radio team, feel that we can bring a fresh buzz of excitement to hospital radio Heatherwood and although are both studying at university, myself studying Architecture and Richard studying Film and Video, we are confident that we can still work to the best of our ability.

We are a lively, happy pair and as much we can would like to spread that love around Heatherwood Hospital through the radio and as much patient participation as possible.

We both believe that we are born for radio and would be willing to come down at the drop of a hat for an induction if necessary.

Yours Faithfully

In addition to the above we received a picture attached of two individuals making stupid faces. If you filled in an application for a job would you then say it's for two people ? as you might expect smashy and nicey were rejected.

The purpose of the on-line application form is just to prevent postal costs for us as a charity and also to save time for the dear old secretary. I was hoping to show you the vicious reply from one of the applicants but in my computer problems I have lost some emails.

The search still goes on. Don't forget to take some of the leaflets and put them around as much as possible.

## Risk Assessment

Some new fire procedure signs have been added to the walls by the fire exit doors. Please take time to read these.

## Web Site

The man with a plan has added some copy. Visit the Monday page for the update. Don't forget if you want to add to your profile or want to change it. Just send it through and we will update at no charge.

## Studio Arrival Checks

A reminder to all presenters on some very basic checks. No one wants to spoil the fun of meeting up each week and doing a show, but what good is it if no one can hear you ?

### Reception

When TX is selected on the buttons for listening. The sound you hear is what the patients are hearing. No sound or poor quality sound means problems for the patients.

I would recommend you have this button selected at all times throughout the evening then at least you will notice a problem.

### Reception Radio

Switch it on can you hear our signal ? .

A problem with no signal on here would mean all ward staff radio's would not be able to listen to the service.

### On the Wards

Tune the first patient in and listen on their terminal before you collect all the requests.

Good strong loud signal needs to be heard.

### Engineering

Team leaders are you checking the TX as instructed ?

Whilst it might be the responsibility of the team leaders to carry out this check it doesn't stop other members of staff just double checking.

I would sooner have a phone call at home if you think there is a problem, than no checks or we think it's alright when it isn't!!!!

## Program Playlists Registering faults

If you encounter a problem during your show the space at the bottom is provided so that you may highlight it to me, This is only a small space so if you have a lot to say put a note in my tray or better still email me with your concerns and I will check it out. Try and be descriptive as possible.

Two items highlighted to me

Live assist master not choosing a second choice or slow in choosing.

No system is perfect and sometimes when the program encounters a second choice which is out of date it will try and move to the next item. There is a time limit on this for the program and so if it exceeds this, you end up with only one item being played. Another scenario with above it can play a second item which is out of date ? ( Why ).

**You should always be aware of what's playing and be prepared for problems.**

Slow in choosing can also be caused by lots of changing of items into the decks whilst the unit is working. Don't make too many changes. The cure for this is to close the program and re start.

### Wavecart Stacks

Anyone with more than 3 old stacks on the computer may find when they come in all of them deleted. Please keep these to a minimum and delete old stacks each week when you come in.

### Patients Requests

It can happen to anyone you select the wrong record and announce the selection. If you play the wrong record you should play the correct one ASAP. If it means running late so be it. A record not played for a patient is a world of grief for the next team night collecting requests. It also sends them a message " oh I asked for .....and they never played it, they played the wrong record " one disgruntled patient telling the rest of the ward denies us further listeners.

### Rhapsody 2006 and the new station image

Work is well under way for the new image. Three pieces of music have now been purchased which will change the style of the station. A new run in for the news will carry one of these new items along with new words before the news. Two other pieces of music are being used one for day time services and one for night time. The station will move towards one style during the day with it's advertising jingles and then in the evening a different style. Over 110 jingles have already been constructed. None of the new material will be played until June.

As well as new music we have already got new words from Greg Marston advertising rhapsody and phrases which are used by us all. In addition we are waiting for a new sung version of the station id. The cost of this new branding is £250 to outside concerns but an enormous amount of time for yours truly as we construct the new jingles.

### Training

Cels and James are making good progress and we thank them for their continued patience and perseverance.

Marcela our new recruit on Mondays is also making progress and she is proving to be an asset to the team.

### 30 Year Celebrations

I have included here the previous email I sent about the programs for June in case you missed it.

Here is the plan for the broadcasting of your trivia and research.

Apart from the royal ascot week where there will be no programs because of the traffic.

Monday5th Year 1970

Monday12th Year 1971

Monday26th Year 1972

Tuesday6th Year 1973

Tuesday13th Year 1974

Tuesday27th Year 1975

Saturday10th Year 1976

Saturday17th Year 1977

Saturday24th Year 1978

If Thursdays is up and running by then, they will be doing 1979 plus the best of the years.

Each week, team nights will have their theme year to broadcast any record from that year as a filler. All the music to music program from that year will be themed. Throughout the evening trivia you have researched to be used.

It will be important that all research which is typed up can be read by your colleagues for that night. Don't throw the material away after you have used it as if Thursdays are running they will be broadcasting the best of that weeks theme years.

Each night should rotate the presenter for the music to music program.

It will be important for you to draw up a list of the records which were from your years using the hit singles book. Don't just use the records which got to number one's as you will find there will be lots of other records of good quality.

Rhapsody through the day will be advertising the theme nights and will also give over all it's down the decades programs to the seventies.

That's All For Now

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)

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