



PRESENTER TIPS AUGUST 2020

During normal operation of your program, to ensure you know exactly what is going to air, please follow these guidelines.

1. Have the STUDIO SEL button ON and the STUDIO PROG button OFF during normal programming conditions. Refer to page 58 of your "Tank FM On - Air Presenter's Guide" for a fuller explanation of the function of both buttons.

If the PROG button is on it tells you what you are playing, but not necessarily showing you ALL that is going to air. If the alternate studio is "live", and you have chosen PROG incorrectly, you will be unaware you are broadcasting from two studios simultaneously. Has this happened? Yes, it has, and recently. Always check that a previous presenter using your studio has not incorrectly used PROG before you begin your program.

2. When you arrive to do your program, and no one else is broadcasting, you need to begin your broadcast and do your program from the "live" studio.

This may not be the studio you are used to. While this may not be a usual occurrence, during the middle of the day due to our swap over procedures, if say someone was ill, or you were unavoidably late due to some emergency, and you arrived to an empty building, you have to go to the "live" studio, whichever that is and do your program from there. Except in unusual or emergency circumstances, the TDN should not be on AT ALL during the live broadcast hours. If it is, think it through.

3. With later program cycles, you might change studios every week, or sometimes, so always be prepared to just use the "live" studio. Production or training might cause this as might illness.
4. When you finish in your studio, while you have been instructed to turn off the MPX button at the prescribed time, leave the SEL button in the ON position for the studio selection. There is no reason to turn it off and it will avoid the next presenter who uses that studio having to deal with another button, risking error.
5. It is also important to always wear your headphones because again this gives you control on what is going to air. If accidentally more than one thing is going to air, the headphones will help you identify it. They will also help you identify dead air!
6. When swapping over with another presenter, you are required to stay as previously instructed, until the next presenter begins reading the weather and then turn off the MPX button and bring down all the sliders, studio volume control to a minimum level, and leave the studio ready for the next presenter.

Some presenters are leaving the volume up high, sliders up, the MPX button on. Take the time to slowly pack up and double check your studio when exiting. It gives you a few minutes to unwind.

7. Both for compliance with Covid 19 presenter swap over rules and as a courtesy to presenters that you change over with, please communicate with each other if you are unavoidably detained, asking for the assistance of that presenter, to avoid using the TDN during live broadcast hours and the resulting complications.
8. Please do not interfere with the presenter computer desk configurations.

Happy presenting and remember to take advantage of the TV, ABC channel 24. Clean the remote at the start of your program and turn the volume way down.

Regards

Lyn Leedham

Tank FM Management/Training Committees