

YURT RADIO

Welcome to the DJ meeting
Take a seat



This is the yurt, don't pee on it.

What you can say **ON AIR**

- You may broadcast anything that does not violate the Hampshire College Community Norms, detailed in Non Satis Scire. (AKA, don't be inconsiderate or inappropriate, be good.)

When you can use the yurt

- You may only use the yurt during your assigned time slot.
- If you want to use the yurt during another time email us at radiocontact@hampshire.edu and request a slot that isn't already taken.
- If you want to schedule a special event in the yurt such as a lecture, performance, a reading, etc. Email us a request.



This is what
the yurt looks
like with
snow on it.

This is the key box

The Key Code: 3278

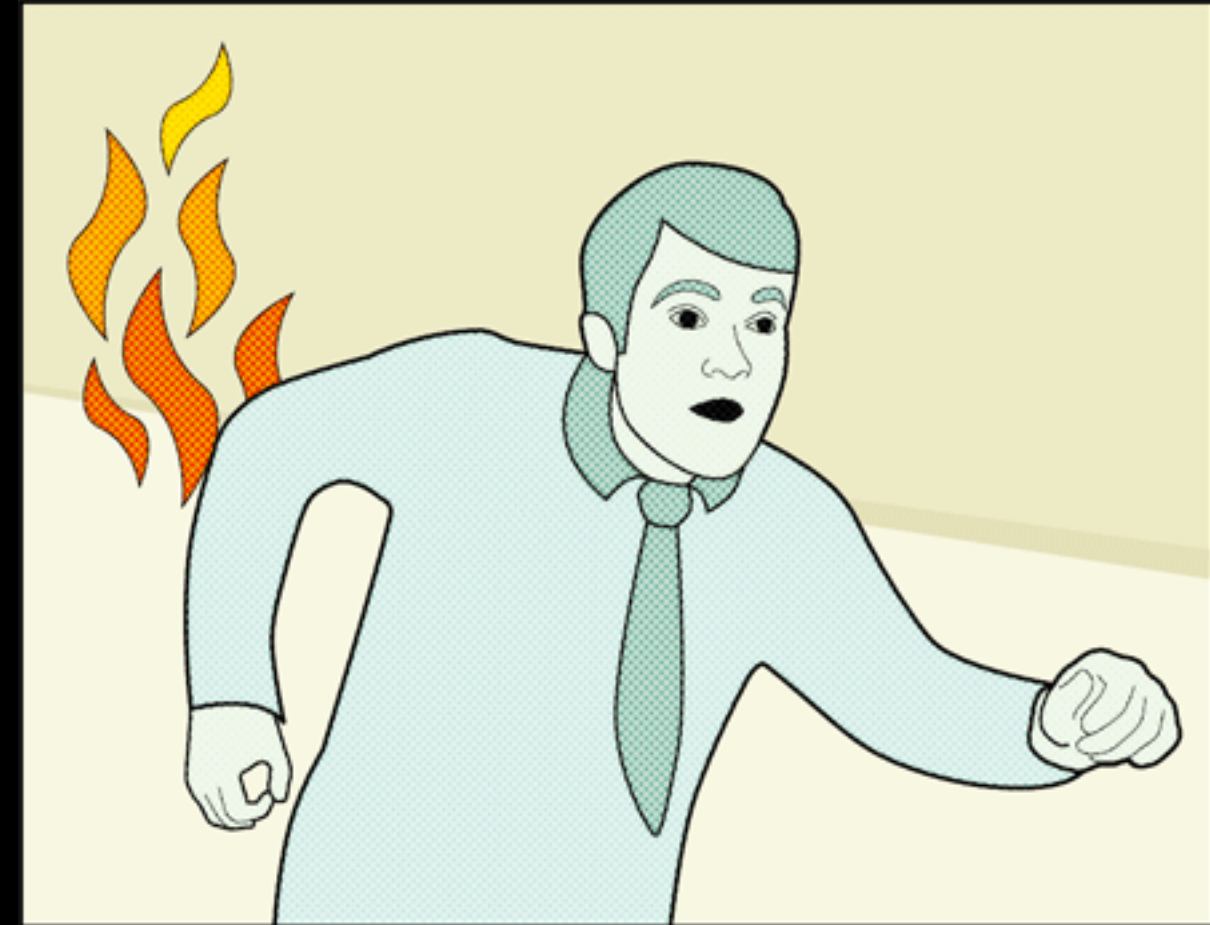
- The Yurt is an awesome resource, made possible by the easy-access lock-box system.
- However, if this system were abused, we would all suffer, in that the key would once again be the responsibility of the Campus Police, severely limiting our hours and ease of use.
- If you give out the key code to someone who is not a registered DJ, you will lose your time slot.
- When you enter the yurt sign your name onto the sign in sheet as well.

Key Protocols

- Look at the schedule. Is there a show after yours? If so, make sure that you personally hand the key over to one of the next DJs.
- No show after yours? Turn up the Yurt Master. Turn off the lights, turn down the heat, and lock the door. Put the key back in the lock box when you're done – listen for the loud “CLICK.”

Safety and Security

- NO drinking or parties in the Yurt. This is for your safety, the safety of the equipment, and to make sure our ant problem doesn't return.
- Seriously.
- No equipment may leave the Yurt at any time. If you enter the Yurt and notice that something is missing, **IMMEDIATELY** report it to us.



Need to miss or cancel your show?

- Going away for break, or a weekend?
- E-MAIL THE SIGNERS, SILLY! We'll revise the schedule accordingly.
- Canceling your show?
- DON'T JUST STOP SHOWING UP.
- There are other people who want shows, and they might want your time slot, so failure to E-MAIL the signers is inconsiderate.

YURT MASTER



- It contains pre-recorded shows, some songs, and a lot of sound bites and advertisements. When you come into the Yurt, this computer should be the only one playing anything. A playlist on the Yurt Master iTunes called “Shows for Replay” will be looping with a variety of pre-recorded programming and songs.
- A program called “SoundByte” should be open on the computer at all times. You can use this program to play ads, bumpers and stingers during your show. We recommend playing a few Yurt ads during your show.
- To control the volume of this computer’s output, use the “YURT MASTER” sliders.

If there isn't a show following right after yours, make sure the "YURT MASTER" sliders are up and playing "shows for replay" on iTunes. We want The Yurt to be broadcasting 24/7, so make sure wonderful sound is playing before you leave.



Yurt Recorder Computer



- This is the computer on the right side of the desk. It listens to what the soundboard is sending out and can be used to record your show.
- Currently, only one application should be opened. Audio Recorder will have a window up, and will be listening to the “Line In” input, and can record your show with very little work on your part. Just click the record button when you start, and the stop button when you end. It should automatically save to the right place.
- Upon stopping the recording, you will be prompted to name your show file. This is the current naming protocol: [Semester] [Show name] [Date]. Eg: F12 The Intimate Hour 228

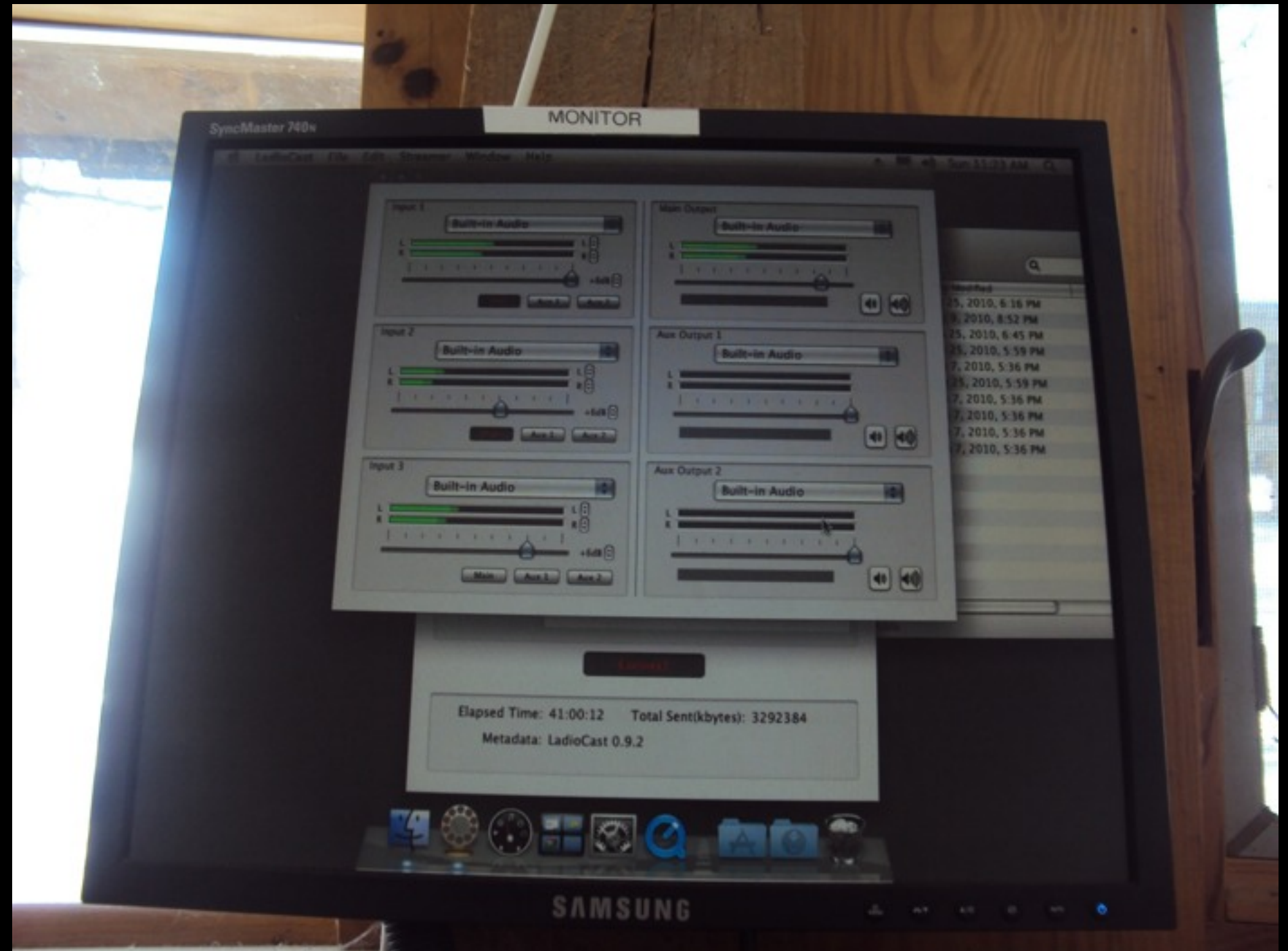
The Soundboard



- DO NOT ADJUST ANY KNOBS OR CABLES. If you know what you're doing and think one of the channels should be adjusted, ask a signer first, or at least let us know what changes you have made.

The Monitor

- Check the monitor on the wall to see at what decibel level the Yurt is broadcasting and adjust accordingly. It will also show if the Yurt's server is actually up. If the levels aren't moving and the Icecast window seems to indicate the server is down, try pressing the connect button, and email or call a signer ASAP.



Be like those folk in MAD MEN

- Advertise your radio show!
- Make a facebook group, and tell your friends.
- Design a poster.
- Record a radio ad too!



The steps to be a good ole DJ

- If everything is fine, you should walk into the Yurt with the Yurt Master computer playing that “Shows for Replay” playlist.
- To get started, here is what we recommend for most users:
- First, plug in your external device into one of the extra inputs (if you have one.) This is a laptop, iPod, Walkman, whatever. Get a song cued up. Cross fade your cued song with Yurt Master. Hit record on the Yurt Recorder. Pause iTunes on Yurt Master, and put up its volume again. If you do this correctly and leave the volume up, you should be able to use Yurt Master’s stingers, ads, and bumpers on SoundByte throughout your show.
- When your song is ending, mute the mics and bring up their volume. Right when the song finishes, un-mute and begin talking. Have someone make sure the external device is now paused or muted. Talk normally, but make sure to look up at the monitoring screen and the monitor on the Yurt Recorder to ensure you are not over modulating OR too quiet.
- At the end of your show, bring down Yurt Master’s volume and start playing shows for replay. After your final song, or discussion on air, fade up the Yurt Master and bring the volume down on the mics. Stop your recording, and name your show.
- Remember: naming protocol for shows is: [Semester] [Show name] [Date]. For example: F12 The Intimate Hour 228

Yurt Gods Contact Info

radiocontact@hampshire.edu

- Michael Capodiferro- mjc10 - (860)796-6129 -Public Relations and Scheduling
- Nikko Koetsch- nck11 - (978)505-3103 - Promotion
- Oliver Reams- ocr10 - (916)833-0294 - Spaces and Finances
- John Bruner- jbruner - Staff Manager

CEL-I

- Email us if you're interested in CEL-I credit
- Pitch us your show idea
- Tell us how you'll prepare and advertise for your show.
- We'll make our selections based on the information you provide.