

PROGRAMMING RULES & REGULATIONS



MUSIC

WHAT KIND OF MUSIC DOES CKDU PLAY?

Our license as a community-based campus radio station states that we must provide an alternative to public (government funded CBC) and private (advertising funding like C100 or Q104) radio. In order to help facilitate this type of programming, our license features two stipulations in regards to the music we play: we must play a minimum of 35% Canadian Content, and we may only play a maximum of 10% "hits."

HITS

The term "hits" refers to Top 40 music. This is comprised of singles that have charted on North American charts like:

- Billboard Hot 100 Singles
- The Record Country
- Billboard Hot Country
- RPM 100 Country Tracks

This does not only apply to the current chart – if a single charted in 2002, 1992, 1972, 1962 or any other year since the chart's inception, it still counts as a hit. For example: the Billboard singles chart has existed in some form or another since 1936. So avoid those vaudeville hits! While technically 10% of a week's selections can be hits, it is the spirit of CKDU to play music unavailable on other radio stations. It is better to err on the side of caution and save that wiggle room as a margin for error. We also like to save that 10% leeway for focus programming (ie, Top 10 Gay Anthems) and context-driven music selections.

CANADIAN CONTENT (CAN CON)

Whenever you play music on-air, it is subject to Canadian Content requirements. The CRTC requires that 35% of the musical selections in a week be Canadian Content. This 35% is a generality based on a week of play. Show by show, there is a difference based on what CRTC category a program falls under:

Category 1 – Spoken Word

Canadian Content does not apply to this category.

Category 2 – Popular Music – requires 35% Canadian Content

Genres like pop, rock, dance, R&B, country music (post-1950), popular acoustic, easy listening, etc.

Category 3 – Specialty Music – requires 12% Canadian Content

Genres like jazz, blues, concert/classical, traditional folk, world, reggae, opera, religious, etc.

EXCEPTION: Shows that are playing music in a language other than English must play 9% Canadian Content. (ie, if you were doing a Polish music show, 9% of the music played would have to be Polish-Canadian.)

How To Know if Something is Canadian Content

A CD must fulfill two of the four following requirements.:

- Music written by a Canadian
- Artist performing the song is Canadian
- Producer of the song is Canadian
- Lyrics are written by a Canadian

The MAPL logo appears on all Canadian Content albums. It will look similar to this logo, depending on which requirements are filled. According to this logo, the Artist and Producer would meet Can Con criteria:



THE TECHNICAL DEMO

When you have completed all of the training modules necessary to become a temporary member of CKDU, you will then record a 15 minute formatted demo on the computer in the Production Studio (PCR). Along with the audio component, you must complete and submit a Demo Application Form and a Program Log which reflects the content of your audio demo – you can find both of these sheets in the PCR.

The application form contains a checklist and outline for both equipment and CRTC and CKDU mandated content. You must use all of the following equipment on the technical demo:

- Soundboard
- Microphone
- Computer
- CD Player
- Turntable
- Cassette Player

Keep your demo simple: this is a demonstration of your technical abilities to do radio, not a demo of the type of radio show you are interested in doing. While it is good for the content to reflect your personality, it's more important that it show your knowledge of programming rules and regulations.

Leave the forms for the Program Director in his/her mailbox. Make sure your application form is labeled with your first and last name, your phone number, your email address and the name of your demo audio file (yourname_demo.ogg). After the demo is submitted, it must be approved by the Program Director. An approval usually comes with feedback. If there are problems with the demo or if rules & regulations have not been followed, the demo may have to be re-recorded.

After your demo is approved, it is important to make sure you have complete all three of the following steps. Until these steps are completed, progress towards official membership and on-air programming will be halted.

1. Take the Permanent Card Test with the Station Coordinator.
2. Pay the \$15 membership fee. (Fee is waived for Dalhousie and King's students with valid IDs.)
3. Get MCR and Computer Training with the Broadcast Technician.

At this point you are an active member!

FILL IN SHOWS

Once you have completed your training, you are then granted the privilege of on-air programming via fill-in shows and all nighters. After hosting at least 4 fill-in shows (An all-nighter counts as 2 fill-ins) you can apply for a regular program on CKDU!

Please note: you can not host or co-host on air programming until your demo has been approved. Any on-air programming done before the demo has been approved will lead to a warning.

REGULAR PROGRAMMING

As a permanent member of the CKDU-FM Society, you now have the option to work within CKDU's membership in a variety of ways. You can continue on as a fill-in host, seek out production work or interviews, provide technical assistance to others, or you can apply for a regular show. To apply for a regularly scheduled show, you must:

1. Get a Show Proposal Form from the Program Director.
2. Complete and hand in the Proposal along with a demo of your program. The demo should be the same length and have the same content as your show will.

Your proposal will then be sent to the Programming Committee for evaluation at the next meeting. If your show proposal is accepted, the Program Director will find a time slot for you that fits your schedule. If there isn't a time slot currently available that fits your schedule, you can ask to be put on a waiting list. Voila! You are a Programmer!

Remember: as the host of a regular program, you are responsible for making sure the slot is filled every week! (See "Find a Fill In if You Can't Do Your Show" in the Rules to Live By section.)

COMMITTEES

Once you have your Permanent Membership Card and are a member in good standing, you can run in our annual election for a seat the Board of Directors or our Programming Committee, or you can join any of CKDU's other Committees. Committees include:

- Programming (elected)
- Finance
- Employment
- Music
- Spoken Word
- Promotions & Outreach
- Fundraising
- Facilities Management
- Website

Speak to a member of the Board or the Programming Committee if you are interested in working with them– when elected Committees or the Board of Directors are short members, a bi-election could be held to hasten the process. Otherwise, you may run for a position by stating your interest at the Annual General Meeting (AGM). You may join any of the other committees on a regular or drop-in basis – whatever suits your schedule! Check the calendar at www.ckdu.ca for upcoming meeting times, or talk to a staff member and they'll tell you how to get involved.

FUNDING DRIVE

CKDU's annual Funding Drive is an extremely important function of the station - it raises about \$30,000 of CKDU's yearly budget. This is real money that we use to do things like upgrade equipment and pay bills, so it's imperative that this money is raised each year.

There are two aspects of programmer involvement during Funding Drive: fundraising and volunteer work. Each programmer has a fundraising goal (hosts of regular programs are given a fundraising goal based on the length of their show [\$200/30 minutes], fill-in hosts are given a base fundraising goal of \$100) that they are tasked to reach through listener pledges (advance and on-air) and fundraisers (bake sales, rock shows, etc) and each programmer is also required to do three volunteer shifts in the phone room during Funding Drive. (Our phone room is a little bank of phones where you take on-air, phoned-in listener pledges.)

Volunteer involvement in Funding Drive is mandatory. There will be a training session for all new programmers in the months leading up to the Drive which will explain programmer involvement in detail.

RULES TO LIVE BY

Arrive on Time

You must be in the lobby at CKDU at least 15 minutes before you are due to start your show. If you are scheduled to do an All Nighter, you must be in the station at least a half hour before it starts. If you are running late and can't be there at the time required, you must call the on-air programmer on the request line and make arrangements.

No Food and Drink in the Studios

There will be no eating, drinking, or chewing gum in any CKDU studios or libraries. All food and beverages must be consumed in the lobby area. This rule exists to protect the equipment. Spilled drinks or crumbs can ruin equipment easily, and we simply don't have the money to replace something because someone spilled their Cream Soda all over it. Meanwhile, gum tends to be removed from mouth and stuck under counters, and we simply don't appreciate that. Not to mention, lip-smacking and gum-chewing doesn't sound any better when there's a mic in front of you.

No Smoking

Hello? It's illegal.

No Drugs and Alcohol

Obviously. It's illegal to have drugs or alcohol in the station. It is, in fact, illegal to broadcast on-air while under the influence. So try hugs, not drugs, before you go on air. If you're looking to get your drink on, head down to the Grawood – the only place in the Dalhousie SUB where you can drink alcoholic beverages – and stick to coffee, water and soda in the station.

Find a Fill In if You Can't Do Your Show

Giving the Program Director ample notice of absence is both a courtesy and a necessity. If you know you'll be out of town or on vacation, it is good to give as much notice as possible. Otherwise, you are responsible for showing up every week on time, which means at least 15 minutes before your show starts. If you think you're even going to be a

minute late, please call and give some notice. It's not just annoying to make tardiness a habit – it can lead to problems with other programmers and a firm but gentle disciplinary smackdown.

If you can not show up to do a show, the first thing you should do is find out if the programmers who are on the air before and after your scheduled show can fill in for you. Or if you know of another active member (or a temporary member who has fulfilled all of the requirements to get on air for fill-ins) who is available, ask them to fill in. You can also obtain a login for our contact information database for all CKDU programmers from the Program Director in order to make call-arounds.

Please note that you must alert the Program Director of any fill-ins, even if you have taken care of it. Also, if you ask a temporary member to fill in, you must make sure that their demo has been approved before they go on air. If you are unsure of their status, contact the Program Director. Allowing an untrained person to go on air will lead to a warning.

If after exhausting all of your options (contacting programmers before and after you, as well as using the programmer contact list) then you may enlist the help of the Program Director. You must give as much notice as possible – at least 48 hours for a regular program, 72 for an All Nighter and at least a month for a show that falls during Funding Drive. If you are having a hard time finding a fill in, the PD will have a hard time, too. So don't drop this on any staff member's lap at the last minute.

Please note: You can not get someone to do a fill-in for your show for more than 4 consecutive weeks without giving proper notice. This means you must find a fill-in host for that period and give notice to the Program Director. If you fail to do this and are absent from hosting for a a period of 4+ weeks, your program will be removed from the schedule and you will have to reapply to the Programming Committee for a regular program.

Follow Policy if the Programmer After You Fails to Show Up

If a programmer is running late, they should have called to say so. If they haven't called, and you can cover their slot, make a note of the fact that you are the show host on their program log and do the show. If you can not stay after your show ends, see if there is a staff member or a trained programmer in the station who can take over.

If you can't find anyone, start calling staff members (phone numbers are posted on the door to the MCR) and keep calling until you reach someone to come in and relieve you or until staff has offered another solution. Likewise, if the show that follows you is pre-recorded, you must stay until the next programmer shows. If you can not find the scheduled pre-recorded show, play an alternate one in its place. If you cannot stay for the duration of this show (which can not be a regular occurrence – if you can not regularly commit to the schedule under these rules, you should try to find an alternate program time), call staff until you reach someone to come in and relieve you or until staff has offered another solution.

Never put a CD on repeat and leave the station unattended. This will lead to programmer discipline.

CKDU'S DISCIPLINE POLICY

We understand people sometimes make mistakes, so we give volunteers a chance to correct any past problems, but because the Rules & Regulations must be followed we must begin handing out warnings if a problem continues. If a mistake happens once, you will be given a polite “heads up” so you can change in the future. If the problem continues, you will be given a Verbal Warning. If the problem continues within 3 months after the Verbal Warning, you will be given a Written Warning. If the problems are solved, the Written Warning is removed from your file after 6 months, but if the problem(s) continue(s), they will be addressed by the Board of Directors, who will decide if retraining, probation or suspension are necessary.

Generally discipline will follow the three-tiered system, but because some situations warrant a more serious response, sometimes an immediate written warning or suspension is given. A suspended programmer will then receive a Programmer Review from the Board of Directors who will decide if the programmers should lose his/her station privileges for a longer period of time.

Immediate suspensions will always be issued in situations that involve hate speech, racism, sexism, homophobia, ableism, sexual harrassment, sexual assault, physical harrassment, physical assault or threats. In these cases, the Board of Directors will only consider longer suspensions or a full ban from CKDU's premeses.

There is an appeals process for discipline you feel was unwarranted. The Board of Directors will strike an ad hoc committee to hear your appeals. This process is outlined on all discipline letters. Please do not take discipline personally. The discipline process is only in place to make sure that CKDU programming adheres to the rules set out for the station by its membership and by the CRTC.

EMERGENCIES

Emergency Schedule Issues

If you need to contact staff after hours about scheduling issues – whether the programmer after you is late, you are ill or there is nobody scheduled for a specific fill-in show - please use the phone list on the door to the MCR and call staff in the descending order stipulated on the sheet.

These numbers are ONLY for EMERGENCY programming issues, and not to chit chat at 2am about programming needs and wants and how you hate so-and-so for being late all the time. Staff are not “on call” 24-7 for fun or ill humour. Please feel free to write staff a note about any non-emergency concerns and either leave it in a mailbox or send it via email, but refrain from calling unless you need to know the solution for the programming emergency you are facing.

Do NOT call the Broadcast Technician about programming emergencies. Only call the Broadcast Technician for TECHNICAL emergencies.

Technical Emergencies

When the broadcast signal is not being transmitted for any reason, this is considered a technical emergency. This may be because of a power outage, or it may be a less obvious technical malfunction. You can check on the transmission by tuning a radio to 88.1 FM, or by checking the monitor speakers in the CKDU lobby or the hallways leading up to the CKDU offices. If you can only hear static on these speakers, there is a problem.

If for any reason the signal is not being transmitted, call the Broadcast Technician. If (s)he does not answer, leave a message and (s)he will call you back on the request line.

Technical Fault Reports

It is NOT considered a technical emergency if a piece of equipment – like a CD player, turntable or cassette player – has broken or is malfunctioning. If you encounter problems or broken equipment make sure you notify the Broadcast Technician. Take good care of all CKDU equipment when you are using it. If you aren't sure how something works, ask to be shown – don't try to figure out something completely new on your own.

If you find a piece of broken equipment, or if something breaks while you are using it, write up a Technical Fault Report for the Broadcast Technician and leave it in his electric chair switch. You will find Technical Fault Report forms in the MCR and the PCR. All of our equipment suffers high usage, so breakdowns are expected. Nobody is necessarily to blame (unless, of course, Cream Soda is involved), so nobody will be angry if something breaks. Leave a note on the equipment warning other programmers and letting them know that you did report it. If you find a piece of equipment broken and there is no note, please fill out a Technical Fault Report to make sure the Broadcast Technician knows it is broken.

If something is smoking or on fire, please unplug it and take the necessary steps to diffuse the situation. First of all, if it's on fire and you can see flames, follow the fire alarm procedure. If it's just smoke, unplugging it should do the trick. Leave a note on it warning programmers of the situation.

Power Outage Procedure

If the power goes out, call the Broadcast Technician. His cell phone number is on the door for such an emergency. If he does not answer the phone, leave a message, sit tight and wait for him to call the Request Line. Depending on the nature of the outage, he may tell you to head home or he may simply walk you through the steps to get the board back up and running. It's all pretty simple, so don't fret.

Fire Alarm Procedure

If the fire alarm goes off for a fire that isn't in the MCR, a light-based alarm will light in the studio. Please don't mention the fire alarm on-air and follow these steps:

- Put a CD on extended play and exit the MCR.
- Collect everybody else in the station, going room-to-room down the hallway, making sure everyone has exited the Interview Room, PCR, Newsroom, Broadcast Technician Office and Vinyl Library, and closing the doors behind you
- Gather everybody (including those in the Station Coordinator and Music/Programming Offices) in the station lobby. Exit the station, closing (but not locking) the door behind you.
- Using the emergency/after-hours stairwell, exit the Student Union Building.
- Wait in the boulevard between the SUB and the FASS buildings on University Avenue for Dalhousie Security to give the all clear to go back inside.

If there is no staff present at the station when the fire alarm goes off, call someone when you re-enter the station. If you are unable to re-enter the station, please call or go to Security, who have staff phone numbers, and ask them to alert someone.

If the fire alarm goes off for a fire that is in the MCR, you may skip the first step above, but the rest remain the same. You may attempt to deal with it if the problem is negligible. There are 2 fire extinguishers in the hallway leading up to the MCR. If the fire is too big for you to effectively deal with or if you are uncomfortable using the extinguisher, evacuate the station, alert security and call the fire department.

THE PROGRAM LOG

Program Logs are legal documents required by the CRTC (Canadian Radio, Television and Telecommunications Commission). They are a written record of what was broadcast (music and spoken word programming) while the station is on-air. Because we are on-air 24 hours a day, we must fill out Logs 24 hours a day. Makes sense, no?

Because they are legal documents required by the CRTC, the Logs can not leave the station. When you are scheduled to go on-air, you will find the log for your timeslot in the MCR. Your log will have your name, your program name, the day and the time written on the top. Make sure you fill out your log, and not someone else's. If you can't find your log, tell a staff person and they will try to find it for you. If there are no staff around and you've looked absolutely everywhere for it in the MCR, fill out a blank Log. Blanks can be found on the walls just inside the doors to both the MCR and the PCR. If there are no logs, please alert the Program Director.

It is your responsibility to fill out your Log completely and accurately every time you are on-air. Fill out your Log during your show and then double-check your Log to make sure it is complete before you leave the station. Detailed instructions on filling out the Log are on the Log itself.

For music selections, you must fill out the following information:

- Artist
- Song Title
- Album Title
- Canadian Content (check mark)
- New Release Number (if applicable)
- CRTC Code (a guide to CRTC Codes is found on the bottom right-hand corner of the log)
- Own Copy (check mark if you brought an album from home)

For spoken word selections, you must fill out the following information:

- Topic
- Speaking start time and end time (ie, 12:03 – 12:06)
- Origin ("live" if you are talking live, and "taped" if it is pre-recorded)
- CRTC Code (a guide to CRTC Codes is found on the bottom right-hand corner of the log)

Forms Attached to Program Logs

If you see any notes written on or stapled on the Log, you must, must, must(!) read them. It may be something as simple as a welcome back note or "that was a great show last week!" but it could also be a note regarding program content, Funding Drive, policy changes or even a written warning. Please make sure you take note of the form before you start your show. Ignoring a note isn't an excuse if confronted about the content at a later date. Please see the section called "CKDU's Discipline Policy" for information on warnings.

When forms are occasions to your log, it is a requirement that they are filled out. Please attend to them as soon as possible. In the case of SOCAN forms, notice will be sent out via the newsletter and through posterage in the station about reporting times. You must fill out this form while in the station, during or after your program. CKDU reports to SOCAN four times a year so artists can receive royalty cheques for songs being played on the radio. It's really important that we send complete and accurate reports! If you have any questions about SOCAN forms, please ask a staff member.

If it is a Program Proposal, Volunteer Information Form, Funding Drive Survey or another form that staff has either attached to your log out of necessity or that you have requested, please fill it out as soon as possible and return it to the station. You can return forms with your log in the bin in the MCR or you can put them in the mailslot on the door to the Music/Programming office.

CARTS

At this point the word “cart” is merely technical jargon at CKDU. For the most part we no longer use cart machines. The “carts” that we play are MP3 or WAV files that are found on the computer or we self-generate the content (ie, read it off of a website or from forms in a binder). There are 7 types of content we call “carts” at CKDU:

ID Cart a station identification consists of the call letters, frequency and city. You can either say “you are listening to CKDU 88.1 FM in Halifax” or play any of our pre-recorded carts. You need to play or say a Station ID at (or as close to as possible) the top of the hour. You should also identify your show and the station throughout your program so people who are just tuning in know what they are listening to.

SPC Cart SPC stands for “sponsorship cart.” These are paid advertisements. If a paid advertisement is scheduled on your program, you will find a 3-digit number next to “SPC” on your log. (ie, SPC 150.)

You must play any and all SPC carts scheduled during your show. Preview SPCs to make sure you do not object to the content. If you do object to the content, notify the Program Director as to why. If the problem is a legitimate one (not “ads suck!”) the SPCs will be changed.

Anyone interested in advertising or sponsorship opportunities on CKDU must contact CKDU's Sales Director at 494-1250. Programmers can not broker ads at CKDU or gain financial advantage or commission for themselves or others by being a programmer. You can talk about relevant business-related things on-air (where to buy a CD or book you've played or talked about, where speakers are speaking, band and Djs are playing, etc.) but you can't use your program as a way to give businesses (including any you are involved in) free advertising. Any reference to businesses should be kept to 30 seconds or less, and you should avoid mentioning the same company more than once.

IH Cart IH stands for “in-house.” In-House carts are advertisements CKDU produces and airs for internal purposes (notification of AGM, contests, etc) or for other not-for-profit and charitable organizations. If an IH is scheduled on your program, you will find a 2-digit number next to “IH” on your log. (ie, IH 18.) You must play any and all IH carts carts scheduled during your show.

Promo Cart These carts are found in a folder called “PR.” Promo carts are 30-60 second advertisements for CKDU programming (regular programs and special or focus programming) meant to help promote shows to different audiences. Each program has one PR cart scheduled on their show. The promo cart you choose to play is totally up to you.

PSA Each host must play or read 3 public service announcements during their show. You can find pre-recorded public service announcements in the PSA carts folder on your computer, or you can read public service announcements out of the PSA Binder found in the MCR. The public service announcements you choose to play or read are totally up to you.

Weather Each host must read the weather during their show. You can find the up-to-date weather forecast at <http://weatheroffice.ec.gc.ca> – it is written for broadcast use. Do not make up the weather or give a false weather report.

Live Promo A live promo is a throw to the next three programs heard on CKDU. Include the show name and the time the show will be starting. You can find a list of shows for each day of the week in a section at the back of the PSA Binder in the MCR.

The carts folder is found in the main directory of your computer. (main directory = “/”) (carts directory = “/carts”)

It is incredibly important that you play and correctly log all of the carts scheduled on your show.

GUESTS

A guest can be a friend who is there during your show to keep you company, or someone who is there to be interviewed during your show. You can have 1 guest with you at any time. If you want to have more than 1 guest on your show, notify staff. If you require technical assistance to facilitate guests (ie, setting up a roundtable discussion or setting up for a band to play live on-air) you must notify staff of the date and time, reserve any additional equipment that may be necessary and confirm that someone will be available to give you the technical assistance you require.

Guests have what we call “secondary microphone priveleges.” They can be interviewed, they can sing or perform and they can simply sit there and chat with you. Unless your guest is a fellow programmer, (s)he can not use any of the equipment (outside of speaking into Microphone 2 or 3 and wearing headphones, natch), sit behind the console, browse the music libraries unescorted, or bring any other guests into the station without staff knowledge and approval.

If you have a guest on your show who is interested in programming at CKDU, they must go through the same training steps as every other programmer – just as you have – before they can do radio programming. A co-host is **not** a guest who appeared regularly on your show. (Even if that guest is another programmer.) A co-host is a trained programmer who is approved by the Programming Committee to host the show with you. If you want to add a new programmer as a co-host you need only write a letter to the Programming Committee (leave it in their mailbox or email it to programming@ckdu.ca) requesting that their name be added to your original proposal as a co-host.

No non-CKDU members will be admitted to the station unless they are accompanied by and are the declared guest of a CKDU member. CKDU members present in the station will not allow any person to enter without checking for a valid membership card. If you are bringing in guests after office hours, you must sign each individual in on the after-hours sign-in sheet on the door to the station lobby.

CKDU members should treat the station with respect and ensure their guests do the same. If you allow a non-member into the station, that means you are taking responsibility for their behaviour. So play nice and make sure your guests play even nicer.

Remember: you are 100% responsible for everything that airs on your show, so it is important that you take that into consideration when you bring guests into the station. Make sure that any slang or language you use in your personal time which may be taken out of context when used on the radio is left at the door. You must be ready and willing to take on a leadership role when you have guests, so make sure they know the rules and are willing to follow them. If a situation arises where content becomes questionable or inappropriate language is being used, you **MUST** diffuse the situation. Whether that means abruptly changing the subject or turning off a microphone, turning on music and removing a person from the studio, you need to be ready to do it.

PROGRAMMING OPPORTUNITIES

Does Your Heart Lie with Production Work?

We are always more than happy to have people help us out with various production tasks at CKDU. We regularly need people to assist us with voicing and editing advertisements, in-house carts and station IDs. There are also various Collectives and spoken word initiatives that are always seeking new people interested in producing pieces for use. If your interest lies in producing documentary pieces, the Spoken Word Coordinator is a great resource. If you are interested in producing artist profiles, the Music Director is a great resource. While SPCs, IH carts, documentaries and production pieces that fall under the scope of collectives, etc. require approval from the relevant staff member or volunteer, Station IDs can be produced at any time. They only need approval from the Program Director after they have been produced.

Want to Set Up Interviews?

You can set up interviews with artists, authors, politicians, or whoever – set one up with your Mom if you want – and either borrow the equipment to do it outside of CKDU or you can arrange to book the PCR and have a staff member make a long distance call for you or arrange to have the Spoken Word Coordinator leave you a phone card. It is important to confirm use of the PCR and the availability of Line 2 well before your interview. If you plan to call outside of North America, you must obtain permission. Please note: no CKDU property, including music and any portable equipment, will be removed from the station without prior authorization from the Broadcast Technician. If you need equipment to facilitate an interview or field recording, please request the equipment well ahead of time.

Using the Marantz

CKDU has 5 Marantz PMD660 portable flash recorders. If you want to do field recording and field interviews, simply get trained on one of these recorders by the Spoken Word Coordinator or the Broadcast Technician. The Marantz Recorders can be plugged into your computer as an external drive, so you can record your data as MP3 or WAV and simply transfer to your home computer or a computer at CKDU for editing. CKDU's computers run off of Linux, and the audio editing programs we use are Audacity and Ardour. You can download Audacity for Windows and Macs and FTP files to and from CKDU's computers if you want to work on editing projects at home. You can find information on how to do that in CKDU's technical manual, available at www.ckdu.ca.

Are You Hoping to acquire review materials?

In order to obtain review materials (including, but not limited to, cds, books, movie tickets, electronic press kits, games) from promotional and entertainment companies, you must go through the proper channels at the station. We are more than happy to try to get you materials that are relevant to the regular, ongoing content of your show, but obtaining review materials requires both legitimacy and a promise of performance. We require a 5-10 minute audio piece (review, interview) about the product that can be sent back to the company if necessary.

Review and promotional copies of books, cds, etc. are not technically the property of either CKDU or any programmer, so the rules surrounding the procurement of these items are important. CDs and music reviews go through the Music department. Book reviews go through the Spoken Word department. All other reviews and requests for review materials must go through the Programming department. It is against CKDU policy to contact companies (or other bodies, like the CRTC, the DSU, etc) without authorization from CKDU staff, or if necessary, the CKDU Board of Directors.

Are You Hoping to acquire Press Credentials?

While we are more than happy to try to get you passes to events you would like to attend, it is important that the option to obtain passes and tickets first go to interested programmers who do on air coverage that is relevant to their show. (ie, the hosts of our regular Film shows would be at the top of the list for accreditation to the Atlantic Film Festival.)

Accreditation comes with a promise of performance. We require a 30-60 minute audio piece (reviews, previews, interviews) about the event that can be sent back to the event publicist or promotional representative if necessary. All accreditation requests must go through the Programming department. You may not set up press credentials or seek accreditation for events without permission from staff. It is against CKDU policy to contact companies (or other bodies, like the CRTC, the DSU, etc) without authorization from CKDU staff, or if necessary, the CKDU Board of Directors.

OFFICE HOURS & STAFF

Office Hours

CKDU is open from 11am – 6pm on weekdays or by appointment with a specific staff member.

Station Coordinator

Michael Catano (494-6479, michael@ckdu.ca)

See for: Orientation, Finance Committee, Employment Committee, Fundraising Committee

Program Director

Melissa Buote (494-6479, melissa@ckdu.ca)

See for: Programming Rules & Regs, Technical Demo Promo Committee, Programming Committee, Web Committee

Spoken Word Coordinator

Candace Mooers (494-2585, candace@ckdu.ca)

See for: Spoken Word Rules & Regs, Outreach Committee, Programming Committee, Spoken Word Committee

Music Director

Laura Peek (494-6479, laura@ckdu.ca)

See for: Library Nation, Music Committee

Broadcast Technician

Stephen Kelly (494-6479, stephen@ckdu.ca)

See for: Technical Training, MCR Training, Facilities Management Committee