

# School Radio Guidelines

## Guidelines

- Attend all meetings.
- Limit the number of people in the studio to those needing to be there.
- Follow all procedures.
- Behave with maturity at all times.
- Do not broadcast inappropriate or illegal material.
- Respect and help all other members.
- Perform all duties to the best of your ability.
- Leave the studio in a tidy and organised state.
- Respect all equipment and report any broken equipment immediately.

## Consequences

- Consequences for not following these guidelines (or behaving inappropriately in classes, sport, or free-time) may result in removal from the radio group.

## Procedures

- You will be scheduled to present a show regularly. It is **your** responsibility to be aware of when your shows are.
- Arrange a teacher to supervise your show.
- Complete a playlist and have it approved by Mr Williams or Mr Laugesen.
- Begin your show as soon as possible. Finish 5 minutes before the end of lunch.
- Sign the studio log-book.
- Do not touch the equipment unless you are a member of the technical group.
- Leave your playlist in the studio after your show.

