



300 POMPTON ROAD
WAYNE, NEW JERSEY 07470
OFFICE: 201-595-3319
FAX: 201-595-2483
HIT LINES: 201-595-2738

DATE: Oct. 30, 1995
TO: All on-air people
FROM: Nick Straka, Production Director
ABOUT: Rules, and other "stuff"

NO MESSES!!

The first thing I'd like to address is cleaning the heads on both the cart machines AND the reel machines. The cart machines should be cleaned at least once per shift and the reel machines should be cleaned at least once every day. This goes for the prod. room and the on-air booth. Also, if you notice that either place is becoming a mess, please clean it up--we look and sound unprofessional when things are a complete mess.

CAMPUS FLASHES, PSAs, and PROMOS

ALL production work that is going to be aired should be placed on my desk so I can check it before (!) it gets aired. I don't want to be a nag, but I don't want to see "watch levels" or "no trip" on any carts that are in the racks. If it stinks, it's going back in your mailbox. Also, if you produce something, PLAY IT BACK FIRST to make sure that it sounds okay. It will only consume 30 more seconds of your time.

Campus Flashes (C.F. hereafter) and PSAs should be done on a regular basis by ALL AIRPEOPLE!! A few (you know who you are) should not be doing the work of many (you also know who you are). If you do not do at least one C.F. or PSA every week or so you may find a little present in your mailbox in the form of an announcement. I really don't want to start parceling things out and I know you don't want me to do it either. It can be easily avoided as long as everyone keeps working. It may sound corny and stupid, but we do function as a TEAM.

The first person on the air in the morning should check the all of the spots that are in the rack and pull anything that is killed. We sound really dumb when we play "dead" carts.

BUT WHAT IF...?!

"But what if I'm on the air and something doesn't cue or play right?" If this happens, FIRST write it in the discrepancy log (which is located one page after the transmitter log--and I hope you know where that is!). Every couple of days or so I will check the log to make sure everything is running okay and to weed out the "bad carts".

SECONDLY, if it is something really serious like the tape being stretched or the levels being way-off (too high, too low, or imbalanced) put the cart on my desk and I'll take care of it A.S.A.P. Or, if you see me around, tell me about the problem. This way I will be bound to find the problem one way or another.

If there is a really big engineering problem, such as a bad cart MACHINE or something of the like and I'm not there, leave a note in my mailbox or talk to "John #1" about it. I'll try to fix it as soon as I can. If it is really urgent and can't possibly wait any longer, CALL ME!! If I'm not there at the station I'm probably home. (I have no life, in case you haven't noticed.)

Finally, my office hours are MONDAY: 2-3:30pm, WEDNESDAY: 12-3:30pm, and FRIDAY: 12-1pm (or later). If you have any more questions, ask me.

Thanks for your cooperation,

A handwritten signature in blue ink, appearing to read "Nick Straka", with a stylized flourish at the end.

Nick Straka, Production Director