

HERE ARE THE GUIDELINES FOR FORMAT ON-AIR PERSONALITIES:

YOUR FIRST WORDS EVERYTIME YOU TURN THE MIC ON:
"HitRadio 88/7 WPSC....."

YOU MUST TALK AFTER THE FIRST SONG AT THE TOP OF EVERY HOUR & SAY:
"HitRadio 88/7 WPSC. GOOD _____, I'M _____ PLAYING MORE OF
NORTH JERSEY'S BEST MUSIC.

MORNING (6:30-10am) GIVE TIME, TEMP & WEATHER BRIEF AFTER EVERY
SONG, EXCEPT BEFORE/AFTER NEWS, SPORTS & ID'S. KEEP MUSIC LIGHT!

AFTERNOON (10am-5pm) CONTINUE TO KEEP MUSIC GEARED TO OFFICES &
CAMPUS. YOU MUST OPEN THE MIC AFTER EVERY 2 SONGS.

GREEN-LINED SONGS CANNOT BE PLAYED UNTIL AFTER 12 NOON.
RED-LINED SONGS CANNOT BE PLAYED UNTIL AFTER 5 pm.

FOLLOW THE FORMAT AND MUSIC BOOKS AT ALL TIMES.

YOU MUST FOLLOW THE PROGRAM LOG AND SIGN ON & OFF PROPERLY.

YOU MUST PLAY ALL UNDERWRITING ANNOUNCEMENTS THAT ARE LOGGED.

YOU MUST PLAY AND READ THE PROMOS AND PSA'S THE LOG REQUIRES AND NO
OTHERS.

ALL DJ'S MUST KNOW HOW TO RECEIVE & RUN AN EBS TEST, RAISE & LOWER
THE TRANSMITTER, AND TURN THE STATION ON & OFF. PLEASE REFER TO
THE S.O.P.

YOU CANNOT TALK TO THE NEWS OR SPORTSCASTER ON THE AIR.

ALWAYS SOUND PROFESSIONAL ON THE AIR. PREPARE SEQUES & COMMENTS
BEFORE YOU TURN THE MIC ON. NO TALK OVER 12 SECONDS, UNLESS
READING A LIVE PROMO/PSA OR WEATHER. KEEP IT SHORT AND SWEET.

TAPE ENTIRE SHOW FOR CRITIQUES. NO EDITING!

ALWAYS GIVE DIGITAL TIME ON THE AIR. (EX: NEVER SAY: "20 MINUTES
AFTER THE HOUR.")

DON'T BILLBOARD WEATHER, NEWS OR SPORTS. JUST GO RIGHT INTO IT.
KEEP WEATHER SIMPLE & NEVER SAY THE WORD "DEGREES"

WHEN YOU TAKE REQUESTS OVER THE AIR, JUST GIVE THE TOWN AND NOT THE
NAME OF THE PERSON. EX ("DURAN DURAN GOES OUT TO POMPTON LAKES").

DO NOT BACK-SELL OR FORE-SELL SONGS WHEN YOU TURN YOUR MIC ON,
UNLESS SONG TRIPS INTO ANOTHER, THEN YOU MAY MENTION BOTH.

DJ'S MUST SHOW UP A HALF HOUR BEFORE A SHIFT. IF YOU WILL BE LATER
THAN 30 MINUTES, INFORM THE P.D. GPA MUST BE MINIMIUM 2.0.