

Radio Station DJ

You are responsible for following the Radio Station on air schedule as outlined in the **Broadcast Log** in your yellow manual. You will be airing music, advertisements, and news on the radio. The Radio Station equipment is very valuable. Please handle it in a responsible and careful manner. **Please do not speak or air music when a JA Staff person is speaking on the microphone.**

1. Equipment Training

Do not touch any equipment until a JA staff person trains you. A JA BizTown staff member will discuss the instructions with you so that you will be ready when it is time to go on the air. Please follow the instructions carefully, as this equipment is very valuable. If you have any further questions, see a JA BizTown staff member.

2. Top 20 Songs

Review the **Radio Music Selection Guide** and prepare your **Top 20 List**.

- a) Drag your song to the Top 20 playlist folder on the left side panel of the computer screen.
- b) Record the title on the paper **Top 20** list on your clipboard.
- c) **Write your Top 20 songs on the whiteboard near your business entrance.**
Citizens will choose these songs to make requests and dedications.

3. Preview Songs

To preview and listen to any songs that you are not familiar with before you choose them, you may listen to them on the iPad that is in the DJ booth. Follow the directions in the folder with the iPad.

4. Read Broadcast Log

Read the **Broadcast Log** so you can stay on task throughout the schedule of the day.

5. Song Requests

As you receive **Song Request Forms** from the Advertising Executive of CEO, schedule them into your broadcast. Use **chatter** when music is not playing to avoid **dead air**.

Note: Chatter includes talking about the Radio Station, your school, exciting activities at JA BizTown, your job, special promotions, Radio Station activities, sports, etc. Dead air is when there is silence on the Radio. Real world radio stations avoid dead air because it gives listeners an opportunity to change the channel. Planning and preparation can help you avoid dead air.

6. Read Advertisements on the Air

Read business advertisements as it states on the **Broadcast Log**. The Advertising Executive will bring these items to you during the day. You should be reading the business ads throughout the day until they have been read **2** times. Place a checkmark on each radio advertisement after you have read it on the air. Remember that each business is paying for their advertisement. Read these with enthusiasm!

7. Guest DJs

The Radio Station will be selling a promotional item to be a **Guest DJ**. Please make sure the Guest DJ has read the Promotional Card and understands the rules while they are a guest in the booth.

8. Play the Music Producer's Song on Air

At some point during the day, the Music Producer will airdrop their song to your DJ computer. The Music Producer has instructions to share with you on how to do this and what you should say to introduce their song.

9. Clean Up

Assist with business clean up at the end of the day.