

Production desk guidelines

- Check the relevant file for the show – there are often give-aways.
- Print Play List for show.
Ensure you know how to look up tracks played on previous dates.
- The PA booth screen is set up with icons to lead you to relevant information for the presenter and listeners.
- Sponsorship and CSA (Community Service Announcements) and Curtin University Post Graduate Research Projects for listeners' queries
- Familiarise yourself with [Station website](#) and information available.
- Do not update right hand screen while presenter or news reader is open on air.
- Block lines prior to quizzes and if you are leaving the booth.
- Quiz eligibility – check names on notice board list during quiz if possible – must be checked before noting details.
- Personal mobile calls are not permitted to be made from the station phone.
- Do not use personal Facebook at PA desk computer.
- Do not talk to presenter when head phones are on.
- Check emails regularly.
- Update weather screen on lead up to news – i.e. just prior to the hour.
- Some out-of-hours presenters like Mandurah weather listed in lower left hand corner.
- Keep presenters up to date with relevant comments from listeners.
- Messages for Jenny S, Greg P, Glenn M, Ray F and Peter W please put in the front of their file.
- If screen 'disappears' F7 should refresh.
- To reboot – go to Reset dropdown and reboot - Restart password – *letmein*.
- Perpetual Winner List.
- Membership – Concession - \$25.00 - Full \$50.00.
- CSA production cost is \$88.00 – whether on-going or for a designated period – refer caller to office.
- Office Number – 9266 2121.
- Snail mail address – Curtin FM, PO Box U1987, Perth WA 6845.
- PA desk email – studio@curtinfm.com.au - SMS – come through to email.

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