You are listening to WKNH, Keene. WKNH is licensed to the Board of Trustees at the University System of New Hampshire. We broadcast at 91.3 megahertz as authorized by the Federal Communications Commission with a power of 309 watts at the transmitter for an effective radiated power of 275 watts. Our broadcast and office facilities are located on the 3rd floor of the Young Student Center on the campus of Keene State College in Keene, New Hampshire. We sincerely hope you will enjoy today’s programming on WKNH, Keene.

3rd Floor, Young Student Center
Keene State College
229 Main Street, Keene, NH
03431

FM Studio Hotline: 603-358-TUNE (8863)
www.wknh.org

Last updated: Jan. 2013
Recommended next update: Jan. 2013
Welcome and thanks for showing interest in becoming a DJ at WKNH, Keene! Since 1971, WKNH has been a student-run radio station and is the official radio station of Keene State College. WKNH exists, first and foremost, to train students in radio broadcasting and communications. Further involvement in the station can also lead to hands on experience in the fields of technology, finance, and journalism amongst other real world skills. WKNH also serves as a voice to the Keene community, working together with local citizens and businesses to ensure the preservation and constant growth of the arts in Keene. Our part in the process is done by booking radio-related events, concerts, featuring local artists live on air, and playing songs alternative to Top 40 radio among other opportunities. We hope you take part in our certification process, which involves reading through this handbook and taking certification/on-air tests, and join our DJ family here at WKNH! We'll begin with some FAQ's...

Part 1

Frequently Asked Questions

1) Am I eligible to be a WKNH DJ?

If you are:

a) a member of the Keene State College student body, a KSC faculty/staff member, or a KSC alumni member
b) a Keene community member with transportation to the Young Student Center
c) a member of KSC or community with at least 2-5 free hours a week for club activities and meetings

...then yes, you can become a DJ at WKNH!

2) What are some of the responsibilities to being a DJ?

More DJ information will be covered in Part 2, but the essential DJ responsibilities are as follows:

a) All general members must be able to fulfill their radio show hours as well as attend all general meetings (currently set at Sundays from 8-8:30 PM) DJs may also be asked to take part in committees organized by eBoard members, which they are highly encouraged to take part in. Any DJ that cannot fulfill these base requirements without legitimate reason for absence will likely have their show time/membership revoked.

l) NOTE: DJs are allowed two excused absences from meetings. If the DJ commits two more absences, misses three or more of their shows in a row, or misses three unexcused meetings, the DJ spot will be revoked for a semester or longer.
b) All members must have an understanding of FCC-sanctioned broadcasting, which is detailed further below and on the FCC’s website (http://www.fcc.gov/)
I) The Federal Communication Committee requires us to take accurate meter readings of the transmitter (located in the back cabinet behind the Production room), record show content via Program Logs, and keep to a minimum of five (5) hours of automated and/or DJ-hosted content on air per day.

II) The FCC enforces the avoidance of airing indecent material during primetime hours (6 AM-10 PM), airing obscene material or calls to action ever, tampering with equipment (if equipment is broken or malfunctioning, please notify the program director first, then the general manager, and finally the chief engineer), using illegal drugs on air, conducting lotteries on air; using on air time for biased political gain, and/or the airing of material that violates copyright law.

c) All DJ must gain understanding of college, state, and station policies, which are briefly outlined below and more fully outlined in state law books and the KSC code of regulations:

I) College requires us our avoidance of vandalizing station/college property, use and possession of drugs including alcohol on college property, or acceptance of DJs with a criminal or academically poor record.

II) College regulates access to the building and studios, although the General Manager can organize an Access form for late-night DJs to enter the building.

III) NH state law pertains to smoking areas and dress code for public buildings.

IV) Further WKNH policies are in Part 2 of the handbook.

3) Who are the eBoard and what are some responsibilities of an eBoard member?

a) The Executive Board of WKNH shall consist of the following paid officers: up to two (2) General Managers, Station/Business Manager, Program Director, up to two (2) Music Directors, Production Director, Promotions Coordinator, and Events Coordinator. The Executive Board can also include a separate, unpaid position of Webmaster. These officers shall be elected by a majority vote of the active general membership, including community member DJs.

b) The responsibilities of the eBoard include:

I) Performing their individual duties as stated in the constitution and in the WKNH eBoard Handbook. Paid executives shall perform between 8-10 hours of in-office duties per week. The executive may set up their office hours to fit their schedule accordingly, but the officer must commit to those hours or to a general presence in their office. Frequently missed hours are grounds for a temporary stop on stipend pay or removal from the Executive board.

II) Along with performing their duties, Executive Board members must make themselves available to the general membership during office hours. Homework may be done during office hours so long as no station work needs attending to. Any non-eBoard related activities done in the station that gets in the way of station upkeep or work will be noted and dealt with by stipend docking or removal from eBoard.

III) eBoard members serve as moderators to station content and can reprimand a DJ for an infraction of WKNH and FCC policy.

c) If a member or fellow eBoard member is not satisfied with the performance or in-office behavior of an executive, they should take the matter up with the General Manager(s). If the member feels the General Manager(s) did not resolve the issue or the problem is with the General
Manager, they may bring the matter to either WKNH’s current faculty advisor or any faculty with a defined connection to WKNH.

4) **Am I eligible to be eBoard member?**

   If you’re a full time KSC student, sure...after a semester of being a good-standing DJ and member missing no more than two meetings. Once you have completed your first semester and if a position is open, you may run for said position and get a majority vote from the DJ assembly.

5) **How does reprimanding/penalty system work at WKNH?**

   Firstly, it is incredibly difficult to get in trouble at WKNH as long as you follow the guidelines in this handbook and in the Constitution. However, we understand that DJs may forget or try to test the rules, so the eBoard can penalize you if you’re breaking station rules. Campus Safety/KPD can get involved whenever they see themselves fit and work outside our system. Our penalty system goes as such:

   **First Reprimand** - Usually reserved for new DJs that break a rule for the first time. Such infractions that would cause a First Reprimand are playing an obscene song, unwelcome disrupting of another DJ’s show, eating/drinking in the FM studio, or other rules outlined in the rest of the handbook. The reprimand will be noted by any eBoarder and given to the General Manager. Consider it a warning.

   **First Offense** - Such infractions that would warrant a First Offense include playing obscene songs on more than two occasions, stealing CDs/records from the station, missing two meetings/show times without excuse, breaking any of the seven “do-not’s” outlined in A Sample Broadcast (Part 2 of the handbook), verbally shaming/abusing a DJ/eBoarder, or any legitimate infraction an eBoarder finds threatening. The reprimand will be noted and written in detail by the eBoarder who witnessed the act and given to the General Manager, who will save the written offense. The General Manager can also opt to talk to the DJ if needed.

   **Second Offense** - Such infractions that would warrant a Second Offense include repeating any of the infractions listed under First Offense, knowingly and maliciously breaking equipment, repeated verbal harassment of a DJ, or repeated legitimate infractions an eBoarder finds threatening. The reprimand will be noted and written in detail by the eBoarder who witnessed the act and given to the General Manager. The DJ will talk to the General Manager about the act and be barred from their show time for a semester depending on the General Manager’s judgement.

   **Third Offense** - Such infractions that would warrant a Third Offense include repeating the infractions listed above after the 1-2 month barring and/or the witnessed use of alcohol or drugs anywhere in the studio. The reprimand will be noted and written in detail by the eBoarder who witnessed the act and given to the General Manager. The DJ will talk to the General Manager and advisor about the act and be barred from getting a show again. Another DJ can take said spot and Campus Safety/KPD can and will be involved if the problem is of appropriate severity.
NOTE: Please consult the DJ Constitution on WKNH.org for further advice on DJ/eBoard procedure, WKNH policies, and other information that will be tested on the exam.

Part 2
An Overview of a WKNH DJ/Broadcast

At WKNH, we believe a DJ’s on-air personality and grasp of broadcasting comes with live experience after certification. Basically, if you read through this handbook, take the test, and still feel scared going on the air...don’t worry. There are very few DJs that are confident going into their first show. It takes practice being comfortable on the radio and fellow DJs/eBoard members are there to help if you have any questions. This second portion of the handbook though is to prepare you as best as possible with guidelines, procedures, and thoughts to remember when you’re a DJ at WKNH.

The Basics

Along with the three essential guidelines listed on Question 3 in Part 1 of the Handbook, here are some further requirements and rules we will ask you to follow and/or complete.

a) All DJs are required to partake in one air check and one program log review per semester. A sample air check is outlined in the section “A Sample Air Check” later on in Part 2 of the handbook and will be conducted by either the Program Director, General Manager, or the Station Manager. A program log review is conducted mid-semester by the Program Director to ensure the content played on your show is appropriate for airing. The check involves going through two or more completed program logs (one of two forms DJs must fill out every show, lists song/artist names, PSAs aired, and when a DJ signed on/off) and addressing any concerns or rules broken on your show. If a DJ consistently breaks in-station/FCC rules, additional air checks/program log checks may be conducted.

b) All DJs shall complete two pieces of production per semester with the Production Manager. The two common pieces of production are:
   1) Show Promos (ex. “Hi, this is DJ ______ from [insert Show Name here] on Fridays from 5-7 PM! We play [insert genres/bands here] and talk about [insert clean, yet interesting/quirky talk show topics here]...tune in Friday on WKNH Keene!”)
   2) Station IDs (ex. Hi, this is DJ _______ and you’re listening to WKNH, Keene!)

c) All DJs must follow requests and updates on on-air procedure from the General Manager, Station Manager, or Program Director. If on-air/FCC procedure is ever unclear, consult the General Manager or advisor.

d) All new, non-specialty DJs must play at least two new tracks per hour from the New CD rack or New Releases playlist on the FM studio computer. The music directors work hard to ensure WKNH is stocked with new releases from local and nationally touring bands. We also strive to be the
college radio voice for the KSC campus and for rising musicians looking to get airtime for their songs. So, basically, just play the new tracks.

1) The only exception to this rule is if you are a talk-only show or if you are a declared specialty show. All specialty show DJs must have had a show for at least a semester and agree with the Program Director to stick to one genre of music (ex. a rap/R&B show, a classic rock show, etc) or one set theme (ex. All slow songs, albums front to back, etc).

e) Additionally, all DJs are disallowed from playing any song from the Billboard Top 40. Although it is one of our most argued rules, our license with the FCC and fellow stations in the Keene area essentially states we can broadcast our own blend of genres so long as we avoid playing the Top 40 music other stations play. Being a college radio voice on the KSC campus, we also strive to play music you wouldn’t hear on any other station and foster a diverse taste in sound.

f) All DJs must write down or talk to the Program Director/General Manager if equipment breaks. Just as much as we don’t want you the DJ to fix the equipment when it breaks, we also would not allow any equipment breaks to go unnoticed. Simply tell/call the Program Director or Chief Engineer about any equipment breaks and take meter readings every 15 minutes until they come to fix the issue or until the end of your show. Make sure to notify any DJs after you if issues persist.

g) Similarly, All DJs must fill out an Obscenity/Indecency Form if Indecent/Obscene Material is aired wrongfully. If you air indecent material (any language that depicts/describes sexual or excretory organs or activities in such a way that may offend the community, but doesn’t rise to obscenity) between the hours of 6 AM and 10 PM, you must fill out an Obscenity/Indecency Form and face potential penalties. If you air obscene material (the following words: SHIT, PISS, FUCK, CUNT, TITS, MOTHERFUCKER, COCKSUCKER, GODDAMN, or any racist/sexist/homophobic terminology) at any hour, you must fill out an Obscenity/Indecency Form and face penalties. Simply put, not filling out an Obscenity/Indecency Form if any aforementioned obscene/indecent material is aired will result in greater penalties and potential termination as a WKNH DJ. Incorrect handling of indecent/obscene language could result in fines from the FCC to the licensed owner (The Board of Trustees of the University System of NH), the chief operator, the program director, or you the DJ. So, please, do not avoid the Obscenity/Indecency form.

1) If a live caller during a request says an obscenity, end the call as quickly/politely as possible and play a clean song. Talk to an eBoarder about it after or note the situation on the Obscenity form. Do not mention an obscenity/indecency on air under any circumstance.

h) Finally, you the DJ are responsible for the station while you are broadcasting. We expect the DJ to assume responsibility and conduct themselves properly while broadcasting at WKNH. Along with following rules outlined thus far, the DJ must act reasonably in any instance of emergency. If a fire or evacuation of the Student Center may occur, the DJ must fade their music out, put on automation or a clean CD, and leave the building. If a fire or minor accident should occur in the station, a fire extinguisher and first aid kit are located outside of the FM studio. If a person or fellow DJ (excluding eBoard) presents a threat or extreme annoyance to you while on air, you
have the right to peacefully order them to vacate the premises. If you cannot do your show on a certain day, notify the Program Director immediately. If you ever have a question about proper conduct in the station, consult any member of the eBoard or Campus Safety.

A Sample Air Check

Below is a sample air check a DJ must complete with an eBoard member along with their DJ Certification Test. All current DJs must take part in a similar air check each semester to ensure quality. This section will further map out a standard broadcast at WKNH and what to do while broadcasting.

- Check broadcasting equipment labeled #1-5 and make sure each piece is running.

- Fill out Operation Log fifteen minutes before going on air with accurate numbers. Sign it with full name and proper date/time.

- If it is not already on, make sure all equipment is on in the FM studio. If the CD/iPod tower is not on, flip the master power switch below the desk. If the Mac is not on, turn it on.

- Open up a new Program Log on the FM studio computer and record show information, PSAs, and time in which the station ID is aired.

- Using the board, play/say the station ID (WKNH, Keene) on air and switch to Mic One to introduce the first song. Proceed to play a song or two from an iPod, CD, or record.

- Fade out music, fade in Mic One once again and introduce the commercial break. Play a PSA from the FM computer.

- Return to automation or play one song and fade to automation.

Additionally, you must do the following to complete the air check. Your trainer will sign the top of the test if the following has been completed:

1. Watch a DJ’s show for at least thirty minutes. The show can be an eBoard member’s or a regular WKNH DJ’s depending on your schedule or preference. Have an eBoarder sign off on a slip of paper saying you were there and leave the paper in the General Manager’s mailbox.

A Sample Broadcast

a) As you walk in to do your show, the first thing you should always do is check if all basic broadcasting equipment is on.
1) The first two pieces of equipment, which transmit our signal to the FM frequency of 91.3 mHz, are in a metal box on the wall facing WKNH’s front door. They are labeled #1 and 2.

2) From there, go to the panel next to the Chief Engineer/Technician’s office. Open the panel and make sure the breaker labeled with the number #3 is turned in the direction of the #3.

3) Finally, go to the back wall doors next to the Production studio and make sure #4 and #5 on the transmitter behind the doors are turned on.

The only reasons any of the FM equipment would be turned off is in the extreme cases of equipment breakage, extreme weather, or automation repair. If any such problems were to occur, the General Manager would notify all DJs by email.

b) A DJ must sign and complete two logs for every hour they are on air: the Operation Log and the Program Log. The Operation Log is located on top of the transmitter and outlines which transmitter readings need to be recorded. The transmitter readings can be seen by using the clicking up/down switch on the center panel of the transmitter. Operation Log readings must be taken roughly 15 minutes before going on air. From there, enter the FM studio and begin filling out the Program Log on the main computer. The Program Log records when a show is on air, what songs a DJ plays, which new tracks/PSAs were played, and other important information. Once the log is done (usually at the end of your show), save the log in your show’s file under the Completed Program Logs file on the Desktop.

c) Once you have begun filling out your Program Log, you can get ready to broadcast. Set up any CDs, records, iPods, laptops, and high-quality YouTube music videos you want to play about ten minutes before going on air and do a quick lyric check to make sure your songs/content is clean. If another DJ is finishing up their show, kindly let them wrap up and begin setting up when they give you the OK. Before you go on air though, keep the following eight things in mind:

1) The following should not be mentioned on air along with indecencies/obscenities: drug or alcohol references (ex. “I heard this song at a party while I was playing Edward 40-Hands...I puked so much that night!”), calls to action (an urgency or suggestion to a listener to perform a task that may result in a profit for any organization making money; includes telling listeners to buy a record, go to a specific concert, mentioning prices, go to a club, or patronize a store), defamation of character (acts of slander and libel that present false information as truth, hurting a person’s character or reputation), invasions of privacy (giving out unlisted numbers, full names, or other personal and private information) or editorializing (knowingly giving controversial beliefs and opinions on issues not pertaining to music and presenting them as facts)

2) Within the first two minutes before/after the top of the hour, you must broadcast our station’s ID over the air. The ID is “WKNH, Keene” or “WKNH, 91.3, Keene”. You can choose to either play an production piece that says the ID or say it live on air.

3) It is strongly advised that you do not play the same artist more than twice in a hour. Make sure you look through the DJ from the previous hour’s Program Log to ensure same songs aren’t being played twice. If you’d like to
play an album front to back or any other special block, ask the Program Director before.

4) If an obscene word is aired, fade out the song or material and immediately play a clean song. **Never go on air and apologize/mention the obscenity.**

5) For a promo or local update, please look to the board on the left-side wall of the FM studio. You may unpin any bulletins, sponsorships we have with local business (ex. “You’re listening to WKNH, Keene and this next block is sponsored by Amici’s!”), or ads from the board and read them on air. Make sure to write down which promo and what time the promo was spoken on the Program Log. **Do not put promos on the board without approval of the Promotions Coordinator and their signature somewhere on the promo.**

6) **Keep all drinks and food out of the FM studio.** Food/drink have presented messes in the past and even damage to the equipment, so eat/drink in the front lounge area of the station.

7) Additionally, the maximum amount of people allowed in the FM studio is **five.** You are welcome to have a 5-8 member band play on your show in the news room, but they must be approved by the Program Director or General Manager.

8) Above almost all, **be natural on the air.** It's a simple reminder, but it's one that many DJs need to be reminded of often. Aside from avoiding awkward pauses and “umm’s” on the air, just talk on air as if you’re talking with an old friend. Unless you’re a talk show and want to report news in a certain way, you don’t have to sound like a radio announcer. You can even have a show with all music and stopping only for PSA breaks and station IDs if it makes you more comfortable.

d) Once you are done broadcasting, electronically sign the Program Log and save it. Return all CDs and records to where you found them. **Borrowing a CD/record from the station is not allowed under any circumstance.** Finally, you are free to be at the station however long you like after or before your show so long as you don’t disrupt any DJ’s show.

**Concluding Remarks**

We understand if, after reading these nine pages of the Handbook and skimming through the Constitution, you’re concerned about what will be on the test. We maintain that we welcome as many DJs as we can and we always like our DJ family feeling welcome at WKNH. Please make note of bolded or italicized points throughout this book, but don’t feel burdened to memorize this whole thing. The handbook will always be available at WKNH.org or on hard copy at the station in case you need to refresh at any point. And, finally, the eBoard is available by email or office hours to help train you or answer all questions you may have while studying.

Again, thanks for reading and considering becoming a WKNH DJ. Whether you want to play rock, alternative, folk, electronic, rap/R&B, metal, jazz, blues, oldies, reggae, world, or any derivative genre, you’re welcome here any time. If you want to play Top 40 music however, well...uh, maybe this isn’t the club for you...

--- The WKNH eBoard