



## Studio Protocol

- Keep the studios clean and tidy.
- Cultivate the fuzzy sensation that this is your home –and treat it as such (actually, treat it better than that).
- Smoking in the designated area only (not outside the door).
- Be professional in your show prep and interview questions.
- Promote your programme – meet your audience.
- Be natural.
- Play station Id's at regular intervals.
- At no time shall the presenter broadcast anything, which may result in a libel case.
- being taken against the station.
- Presenters must be impartial and it their duty to present both sides to a story. Shows must not deviate from the schedule.
- Ask about Wifi access for laptop and smartphones.
- Good morning / afternoon, Dundalk FM, {your name} speaking....
- Dead air is to be avoided (but it's preferred to nervous babbling when something goes wrong).
- Never allow anyone to go on the air if they appear intoxicated.
- If you feel the urge to say “um”, “ahh”, “anyway” (or other verbal tics), say nothing at all.
- Complete and file your running orders.
- Play ads and other notices on time.
- End your show with a piece of music to prepare the studio for the next presenter.
- If time allows, contribute to any volunteer duties around the station: washing dishes, making coffee, general clean-up, filing, etc.