KGLT APPRENTICE CHECK LIST
(ALL THE STUFF APPRENTICES NEED TO KNOW)
DJ's – Make sure your apprentice knows the following!

1. **Operate the necessary hardware and software:**
   a. CD Players & Turntables
   b. Computer (SpotPlayer, Telemetry, Weather, EAS, Playlist, Automation, & KGLT Home Page)
   c. Air Check CD Burner
   d. Main Mic, Guest Mics, iPod, MP3, and AUX inputs
   e. VU Meters and proper levels
   f. 7 Second DUMP button
   g. How to send a Problem Report
   h. How to enter, update, and delete a Listeners Personal
   i. How to enter and email your shows Playlist

2. **EAS Test:**
   a. How to send an EAS test and log it
   b. What to do when you receive an EAS test (and how to log it)

3. **Paperwork:**
   a. LOGS: Program Logs, Operation Logs, & Telemetry readings
   b. Where to put completed Operation Logs
   c. Sub list – where is it?

4. **The Red Book:**
   a. Where is it kept?
   b. What information does it contain?

5. **Night Buzzer:**
   a. Where is the button outside?
   b. How do you turn it off?

6. **Music**
   a. The color coding system (CD's and LP's)
   b. Where to find new music
   c. How to refile CD's and LP's

7. **KGLT Legal Stuff:**
   a. PSAs (The when and the how)
   b. Underwriting (The when and the how)
   c. Station ID (The when and the how)
   d. Obscenities (Preview all music!)
   e. Programs (The when and the how)

8. **Courtesy**
   a. ARRIVE at least 30 minutes before your show.
   b. When your show is over make sure the board is returned to normal.
   c. If there are programs that air at the beginning of the next show set them up for the next DJ
   d. Have a PSA and a PROMO ready in Wavecart for the next DJ
   e. Write down the Telemetry readings for the top of the hour
   f. Be packed up and ready to move out before the top of the hour.
   g. Put a long song on as your last song of your show to give you and the next DJ some time.
   h. If you had problems with any equipment and filed a problem report, tell the next DJ