

Introduction

Welcome to KAMP Student Radio. We are the University of Arizona's only student-run radio station. In addition to playing the best music you won't hear anywhere else in Tucson, KAMP also broadcasts news, sports, and has a mobile DJ division. This handbook will give DJ's essential information on being a member of KAMP. If you want to be a DJ, this handbook will give you a place to start.

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So You Want A Show?

KAMP is a student-run, volunteer organization open to all registered UA students, and there are opportunities for everyone. The main divisions of KAMP are described here.

Music

From show tunes to death metal, from hip-hop to Latin jazz, KAMP has DJs that play all kinds of music for all kinds of people. Some DJ's have genre-specific shows (like an all-reggae show), and others play a variety of styles. KAMP has a music show for you no matter what type of music you're interested in. For more information on music shows, contact the Programming Director or Head Music Director. We ask that to concentrate on underground music. Please note that we are only asking (not telling) you not to play commercial music. If your favorite artist is in the Top 40, go ahead, but also remember to play music that isn't on commercial radio or MTV. Basically, commercially successful artists do not need to be promoted on college radio; an artist who is on TV and in the Top 40 does not need our help. The artists that we are promoting cannot get airplay anywhere else, so every time you play the Dave Matthews Band or Korn or Master P you are taking away exposure from some artist who isn't going to get it anywhere else. Do not be afraid if you haven't had a great deal of exposure to underground music, we have and are always willing to share our knowledge with new KAMPers.

Sports

KAMP Sports provides sports commentary and informative, opinionated discussions of current sports events, both on the national and university level. KAMP has broadcasting rights to UA women's softball games, and sports DJs are at every game doing live play-by-play. KAMP Sports also receives media credentials to cover and report on other university sports teams, like basketball and football. We also cover club sports at the UA. With sports being very high-profile in the campus community and the city of Tucson as a whole, KAMP Sports is an exciting place to be. If you are interested in sports broadcasting, contact the Sports Director.

News

KAMP News doesn't just report the news, it discusses current events from a student's perspective in a medium that lets other students call in and offer their own opinions. There is nothing like live radio for compelling news and talk shows. KAMP News shows cover national, local and campus news, and topics are only limited by the imagination of the DJ and the News Director. In addition, KAMP News also covers special events, holds town-hall style forums and works closely with UATV-3 and the Daily Wildcat in covering stories.

Mobile DJ

The coolest thing about being a KAMP Mobile DJ, besides the fun parties and mall events, is the fact that **you get paid**. Mobile DJ's get paid \$9 an hour to play music for students, campus organizations, and anyone else that pays for our services. Not only does this job offer pay, but the experience in setting up and running a sound system, playing music, and working a crowd is priceless. For more information on KAMP Mobile DJ, contact the Mobile DJ director.

Studio Procedures

Music

New music arrives at KAMP every day, and it goes through a simple process upon arrival. First, new music is reviewed by music DJ's. Once music is reviewed, it is placed in the broadcast booth where it stays for eight weeks. Music no older than four weeks is known as "A" music, and music between four and eight weeks of arrival to KAMP is known as "B" music. Inside the booth, music is divided by genre and placed on specific shelves (make sure to put them back where you found them!). The genres are world & jazz, electronic, punk, college, loud rock, and hip-hop. Every music show is required to play 4 "A" music selections and 3 "B" music selections an hour. An A is as good as a B though, so if you play 7 As then you're covered. After spending eight weeks in the broadcast booth, music is placed in the library located just outside of the booth, where it is alphabetized and divided by genre. Please make sure to put the music you play back for the next DJ! If you are interested in getting a copy of a CD for yourself that we have in the studio, we can make a copy for you. Bring a blank CD and someone will burn you a copy on our computer ASAP. Stealing the CD is **NOT** an option, and if you are caught you will be banned from KAMP, your case will be referred to UAPD and you will be charged with theft of school property. No bullshit.

Reviews

When you are given a CD or record by a Music Director to review, take a review sheet. You can either get them from the studio or download them from the KAMP website. Listen to the entire CD/record to check for swearing. If a song has words that are unacceptable (see list under the "Things You Can't Say On The Radio" section) then mark them on the review sheet under "Non-Airable Tracks." This way people will know not to play these songs on-air. Write a brief description of what genre of music it is, any info about the artist or album, and which songs are in your opinion the best. If you don't already know much about the artist the internet is a great venue for doing research. After writing about the artist/type of music/overall CD, rate the songs

on the album. Different DJs rate songs differently - some rank all songs, some suggest only what they think are the best tracks, some rank them by numbers, some use stars – you will come up with your own system. If you don't like the music, say so, but also say why. And if you *do* like it, say why. Refer to the reviews that others have done if that will help you. All KAMP music DJ's are required to do 10 reviews per semester. If you do one a week, you'll be done in plenty of time. Don't worry about us running out of music for you to review, we get hundreds of new CDs and records a week. Music DJs MUST review music; news and sports DJs do not but can review music if they want. You can review music from any genre; if you are a punk DJ, you can still review world music if you want.

Programming Logs

Every KAMP DJ must log onto radioactivity in the broadcasting booth upon starting his/her show. This triggers the system to show the “DJ Now Playing” part of our website. Music DJs must log every song, PSA, Paid Spot and News Bumper played. radioactivity is fairly self-explanatory, just work your way from left to right filling out the log. . If a log is not submitted for a show, this counts as you not showing up to your show as we cannot chart the music that you have played, nor will we have any information on your show in the event that someone complains about what you've played. Not showing up to your show counts as a strike.

Station Identification

Identify yourself and KAMP Student Radio. Anytime you talk on the microphone, let people know who you are and what they are listening to. Let our listeners know that they can hear us in the residence halls and on their televisions, on UATV3 and UATV20. We have a large audience on the web, and make sure to let people know that we broadcast streaming MP3 from kamp.arizona.edu. We can also be heard on and around campus on 1570AM. Mention the fact that we are located in Tucson, Arizona and are a part of the University of Arizona. Make sure to give station IDs at least twice an hour.

Public Service Announcements

Public Service Announcements are exactly that. Non-profit groups and campus organizations send KAMP announcements to read on the air. KAMP announcements are also considered PSAs. Every PSA is numbered and located in the folder labeled 'PSAs'. When you read one, write down the time you read it in the space on your programming log. PSAs are run hourly - if you have a two hour show, read two. Each DJ is assigned which PSA to read by the Programming Director and this will be displayed at the top of your radioactivity once you log in.

Underwriting

This is more stuff for you to read on the radio, except we get paid to read these, so we call them "paid spots." Paid spots are located in the 'Paid Spot' binder. When you read your assigned paid spot, mark the time you read it on Radioactivity and be sure to indicate that it is a Paid Spot. Paid spots are run hourly - if you have a two hour show, read two of them. Like PSAs, each DJ is assigned which paid spot to read by the Programming Director.

Drops

A drop is what talking on the microphone is called in radio jargon. Unless you have a sports or news show, you shouldn't be talking all the time. Keep in mind that people aren't that interested in what you say, but what you play. Don't talk after every song - play a block of music, do a drop, and then play another block. Make sure to tell people your name, the show name, how to call or email in requests, and the songs and artists they just heard. Don't go overboard. The request line is 621-5806 and you should repeat it all the time. A computer is set up in the DJ booth for email requests and AOL Instant Messenger requests. Our IM screen name is "KAMPrequest" (singular, not plural).

Promotions

Promotions for KAMP and other music related activities like concerts and giveaways are read on the air. Information sheets for these promotions are usually posted in the studio, with "PLEASE READ" written on them. Pay attention to what's posted on the pin board in the studio and read it on the air.

Show Reviews

Every show on KAMP is reviewed. Sports shows are reviewed by the Sports Director, news shows are reviewed by the News Director, and all music shows are reviewed by anyone on the board that has a music show. While being reviewed, the reviewer will look at whether or not the DJ(s) read a Paid Spot, a PSA, played the News Bumper (for shows Mon-Fri), did at least two KAMP IDs, played 4 A's and 3 B's, and whether or not the show had dead air. The show will be rated overall from 1-10, 10 being the best show the reviewer has ever heard in his/her life. The reviewer then makes open comments on what was done really well and what can be improved upon. All notes and comments will be sent to the reviewer(s) by the General Manager. Your show will be reviewed *at least* once a semester.

Interviews

The engineering director will post any interview you conduct as long as you let him know within a week of the recording. If you are unable to contact him, it is your duty to save a copy of the files in question. It is your responsibility to edit the mp3's and will make them permanently available for download by anyone on the webpage along with any blurb you provide, if you need help contact programming director and/or the engineering director. All DJs are encouraged to seek out interviews with local or touring musicians or any one for that matter, for help with this, talk to the Head Music Director or News Director.

Some On-Air Tips

1. Dead air is bad. Begin your drop as soon as the song stops, or if the song fades out talk over the last seconds of it. Pay attention and know what you are doing next.

2. Bring the volume down to zero or turn the on/off button below the fader to off after using a source so you don't make the common mistake of playing two tracks at once or having the microphones on when you don't want them on.
3. When you have something cued up, bring up the level for it on the sound board. Many a DJ has hit play on the CD player only to hear silence because the level was not up.
4. Watch the level meters. Two white gauges are at the top of the soundboard with needles inside that bounce to the music level. You do not want to see the needles bouncing into the red area of the gauge. For the most part, when you raise the level to ten everything is fine, but some music is recorded at different levels than others (especially older CDs) so some adjustment must be made from time to time.
5. The best way to improve the sound of your show and to really pay attention to your levels is listening to your show later. All shows can be downloaded at <http://kamparchive.arizona.edu/kamparc.php>. Listen, and find out for yourself what needs to be improved for your on air time in the booth. (And keep in mind that the archive is for KAMP members only. You will need the user name and password, so ask the Engineering Director, the Web-Admin, or anyone on the E-Board.)

Some Off-Air Tips

This section could actually be called rules and requirements. These rules are for the benefit of the station and the protection of equipment so that all may use it.

1. **Put your shit away.** When you use a CD or record, put it back EXACTLY where it is supposed to go. People that disrespect others by leaving a mess in the booth and not putting their CDs away will receive a strike.
2. **No food or drink** allowed in the DJ booth. NO EXCEPTIONS!
3. **Never leave the studio open and unattended.** If you have to go and the studio is empty, shut everything. Close the cage door, exterior door, bathroom doors, and shut off the lights.
4. **No visitors are allowed in the studio.** You cannot try to show off to your friends by bringing them down to the studio. Just tell them to listen to your show from home. If you do want a guest on your show, you MUST have it approved by a board member BEFORE your show.
5. **Don't mess with anything in the booth that you are not supposed to,** yes, all the buttons do look pretty and fun to touch, but do our engineering director a favor and only touch those the buttons/knobs/dials that you know what they do.
6. **If you use one** of the turntables, *put the arm back in its stand and lock it in place.* Needles are expensive and should be treated with respect. Replace the plastic lids on the turntables.
7. **Do not remove music or equipment from KAMP.** Anyone caught stealing will be banished from KAMP and face criminal charges. Music from the stacks may be recorded at the studio, just fill out a burn request form and bring in a blank CD.
8. **No backpacks are allowed in the booth.** Please leave your personals outside the cage.
9. **Please clean up after yourself.** Papers and trash can accumulate rapidly in the studio. Use trashcans, the janitors do not clean the studio.

10. **When using the studio computers, browsing for offensive material (i.e. pornography, snuff films, etc.) is not allowed!** This is still University property and we must abide by University rules. If the University feels we are abusing equipment this way, they can shut down our internet broadcast, and that would be incredibly bad (Refer to the university code of conduct: <http://dos.web.arizona.edu/uapolicies/scc5308abcd.html>).

Things You Can't Say On The Radio

This is not "Pump Up The Volume." There are rules that the FCC lays down and we have to follow them. If you say any of the following words or anything else that slanders or slurs gender, race, ethnicity, religion, socio-economic status, disability, or sexual orientation you will be immediately suspended and your status as a KAMP DJ will be in review. Not only can you not say these words, but the music you are playing cannot have these words either. Here is a partial list of words you cannot say or play on the air.

asshole	cock	cunt	dick
dyke	faggot	fuck	blowjob
gook	motherfucker	nigger	piss
pussy	shit	spic	twat
cocksucker	kike	gimp	homo

There are many other ways to be offensive than just through the use of the words above. Please respect all of our listeners and KAMP members. Accidents do happen, and if you let something slip, **DON'T FREAK OUT!** Continue your show and pretend nothing happened. Don't apologize on the air or say something like "SHIT! What have I done? FUCK!" Finish your show, stay calm, and talk to the General Manager, Programming Director, or the Advisor immediately when you are done. If you swear on air, all your strikes are up, which means any additional offenses of ANY KIND (missing a show without contacting the Programming Director, not filling out programming logs, not playing the required numbers of As and Bs) will get you suspended for the semester.

If you think a word or phrase that's not on the list could be deemed offensive, **DO NOT SAY IT!** Please think before you say anything. One slip of the tongue could get KAMP shut down. (Refer to FCC regulations: <http://www.fcc.gov/eb/oip/FAQ.html#TheLaw>)

If You Screw Up...

If you miss shows, fail to fill out radioactivity logs, fail to put CDs away, or don't play your As and Bs, steps will be taken to protect KAMP from your general incompetence. We have a "three strikes and you're out" system for these situations. Basically, the first two times you screw up you are given warnings and written documentation of the problem. A copy of the incident is placed in the "Strike Log". You also receive helpful, nurturing talks from the General Manager and/or the Programming director. The third time you screw up, your ass is shit-canned. We are

like a bar, we reserve the right to refuse service to anyone, and not following these rather simple rules will result in your dismissal.

If You Don't Show Up...

This is bad. We want people who not only want to be on the radio, but actually follow through as well. If you can't make your show, contact the Programming Director. We don't really care why you can't miss a show; you don't need to come up with a sob story about how your aunt just died and you have to fly out to Scranton, NJ when in reality you are just too hung over to make your show. If you miss your show and do not contact the Programming Director, this counts as a "strike" against you. Three missed shows and you are suspended from KAMP for the remainder of the semester and your timeslot will be given to someone else. You can have someone fill in for you if you can't make it, but they must be a member of KAMP (you can't just have your roommate come down and do your show) and must do a show of the same genre as yours (if you are doing a metal show, don't have a hip-hop DJ fill your spot.) And again, if you do a show but do not fill out a log on Radioactivity, this will count as an unexcused absence.

General DJ Expectations and Responsibilities

There is more to being a DJ than just having a show. We're not asking for much, but the following list contains important requirements that every DJ must meet.

1. Attend the General Meetings. Currently, they are held every Wednesday at 5 p.m. in Family and Consumer Sciences 202. We take attendance at the meetings and those who do not show up regularly will have this fact considered when scheduling your show for the next semester. If work or school commitments prohibit you from making the weekly meetings, let the Human Resources Director know and you will be put on a list of excused KAMP members.
2. Get involved with one of the committees. You can choose from engineering, news, sports, mobile DJ, music, production, and special events. The meetings shed more light on the committees, and many committees meet after the meetings.
3. Pay the KAMP dues (\$20 for the entire school year.) The General Manager will set a due date for receiving the dues and if you have not paid by that time, your show will be pulled.
4. Review the required number of CDs. Music DJs are required to **review a total of ten** CDs or records for the semester. Reviewing more than the requirement is encouraged, and reviewing less or none will solicit a strike and be considered while programming for the next semester.

First And Last Show Procedures

First Show

1. Turn on all the lights in the studio, if they are not already on.

2. Do not leave your show early. Stay for the allotted time. If the person following you does not show up, refer to last show procedures.
3. If any problems arise, contact the Programming Director.

Last Show

Last show procedures are for those who have the last show of the night AND for those who do not have another DJ in the booth to immediately follow his/her show.

1. End your show with a station identification.
2. Raise up the level for CD3 and make sure that it is ON.
3. Turn off all the lights in the booths, the cage and the studio.
4. Make sure all doors are shut.
5. If any problems arise, contact the Programming Director.

A Secure Studio is a Happy Studio

Our location in Park Student Union has some great aspects, but we need to be extra careful because of it. The entrance to our studio is highly visible and we need to be sure to keep it shut. NEVER LEAVE THE STUDIO OPEN. If you do, a silent alarm will go off and UAPD will come to your rescue, and in the event that you just left the door open and did not need to be rescued, UAPD will tell your mother to hate you forever. The front door to the studio is open 9am-5pm Monday through Friday. This means that anyone can come in at any time between those hours. Because Joe Shmoe who is not a part of KAMP is able to also get into the studio, it is essential that the cage door is shut at all times to protect our lovely library. If you have a show, your catcard will get you into the studio and into the cage at any point before, after and during your show. It is your responsibility to keep the doors shut behind you.

Emergency Procedures

Fire/Fire Alarm/Gas Leak

If you see a fire or smell smoke or gas, pull the fire alarm. If the fire alarm is already activated, calmly leave the studio and worry about your show after the drama is over. Make sure that all the doors are shut and locked before you leave. Resume your show when it is safe to return, as long as the building is still standing.

Escort Service

If you feel that you are in an unsafe situation or don't want to walk to your car/bike/residence hall alone, contact the ASUA Escort service at 621-SAFE (7233). The escorts are provided from 7 a.m. to 1 a.m., Sunday through Thursday. You can also contact the University Police at 621 UAPD (8273).