

KAMP Intern Checklist

Intern Name: _____ **Show Host:** _____

Here are some things that all interns should know how to do before leaving the sagely grasp of your wise and knowing DJ hands. Each part of this list must be initialed by the veteran DJ and the intern. At the end of this list, there are spaces where the DJ and the intern must sign and swear, on hallowed KAMP ground, that they have taught and learned all the skills presented. The intern should know and be taught the following:

Board Operation:

_____ Understand all of the operations on the board (how to increase the volume,
_____ what levels to watch for, how to “cue” a song or pre-listen to it using the
_____ board, etc.)

_____ Understand how to take a call (i.e. how to control the volumes, how to patch
_____ someone through, what to tell the person on the phone about language on the
_____ air, etc.)

_____ How to attach an auxiliary device (such as an mp3 player) to the board and
_____ how to use it.

_____ How to do different fade-ins and cuts for songs (such as queing the board to
_____ the desired sound level and turning that part of the board on, how to fade in
_____ and out of a song, etc.)

_____ How to play music in the background of your drops.

_____ How to use headphones with the board.

Musical Machinery Operation

_____ Understand how to cue a song that you want to play.

_____ Understand the basic operations of the CD player (fast forward, etc.).

_____ How to play a record (without damaging the record player or the records).

_____ How to use the minidisk player.

_____ How to play something off of the computer (including PSAs, Paid Spots,
_____ Promos and News Bumpers).

General On-Air Personality and DJ do's and don'ts

_____ Make your intern read the DJ Manual.

_____ Demonstrate how to avoid dead-air, what things to say every time there
_____ is a break (i.e. station IDs, show drops, etc.) and generally show them how to
make the music and drops flow well together.

_____ Show the intern how to log their show, alter their DJ profile and download
_____ their own shows.

_____ Remind the intern of the required number of As and Bs to play, tell them
_____ about general DJ etiquette (as outlined in the DJ Handbook) and show them
how to properly review a CD.

_____ Show your intern how to use AIM on KAMP, how to take requests and how
_____ to handle people on AIM.

_____ How to check the number of active listeners.

_____ Give your intern a basic understanding of how to plan for and organize
_____ upcoming shows.

_____ How to navigate the KAMP library (what sections there are, etc.)

Final Intern Test

_____ Before your intern leaves your all-knowing DJ hands, they should be able to
_____ do a half-hour segment of your show, keeping in mind and utilizing all
applicable things that they have learned above.

Time/Date of On-Air Test: _____

“I have witnessed this intern master the skills above and feel confident that they are ready for a show of their own:”

_____ DJ Signature, Date

“I have been taught all the above information and feel confident to move on to my own show:”

_____ Intern Signature, Date

***** To be scheduled, please return this form, a programming sheet, *****
***** and a show proposal to the Programming Director.*****