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.

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_______ How to use headphones with the board.

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Musical Machinery Operation

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

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

_______

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

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_______ How to use the minidisk player.

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_______ 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.******