



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
tel: 604.822.3017 | fax: 604.822.9364 | email: sponsorship@ctr.ca | www.ctr.ca

LIVE BROADCAST PROPOSAL FORM

Hello Programmers!

Want to put together a live-on-location broadcast? Here's a step-by-step checklist of what you'll need to ask yourself before committing to the deed:

1) **Have you completed a live broadcast training session or participated in a live broadcast before?**

-If the answer is no, sessions are conducted on the first Wednesday of every month with the intent of running through a basic example of how to set up/operate/tear down a typical live broadcast. In addition, you should read through the live broadcast training manual created by Bronwen Loden, our Live Broadcast Coordinator and attend another live broadcast other than the one you are proposing to really understand how it works.

2) **Have you recruited a team to help you?**

-If the answer is no, then start looking! Try sending a message using the CiTR mailing list (citr-onair@interchange.ubc.ca) or simply ask your fellow DJs for some assistance. Typically you'll need at least four people (including yourself) to run the operation: one person in the main studio to look after the live feed, one person at the venue to act as sound technician, one roaming reporter/commentator to help you with the storyline and you! Don't forget, the members of your team must be CiTR paid-, trained- and approved members, not friends or acquaintances!

3) **Have you secured the venue and the method of transmission?**

-Don't assume you have permission until you actually get it; nobody like being surprised by the prospect of their venue being used for a potential broadcast. Also, ensure they have a means or you to broadcast: wireless internet vs. phone line. Scope out the venue for all options and line of sight for broadcast: (eg. Is access to the venue's wireless connection in the back office or near the soundboard?) Where can you set up a table to conduct on-site interviews or are you going to be mobile the entire time?

4) **Have you secured all the necessary equipment needed for the broadcast?**

-Wouldn't it suck to have all the approval but then realize you don't have everything you need to pull it off? Create a thorough and extensive list of EVERY piece of equipment you will need and conduct a test-run well before the day of the event (if possible) so that if you are missing something or you need alternatives (because someone else needs to use the live broadcast gear) you have enough time to secure other methods to broadcast!

5) **Have you created a timeline/schedule for the days leading up to/during/after the event and informed everyone that would be involved/effected/implicated in the broadcast?**

-Nothing says “Uh-oh!” like the programmer you forgot to mention the broadcast to whose show you need to pre-empt or confirming with the soundperson at the venue that you want to use their mix instead of doing it yourself; go through your list and find any missing links and fix them ASAP.

-Submit your proposal (along with any other pertinent detail regarding this checklist) to the Program Coordinator (citrprogramming@club.ams.ubc.ca) and along with other staff we'll try to make sure your live broadcast is an instant hit!

If you have any other questions about this form or the process of live broadcasts, be sure to get in touch!

Thanks!

Bryce Dunn
CiTR Program Coordinator
(See email above)

Brenda Grunau
CiTR Station Manager
citrmgr@ams.ubc.ca

Luke Meat
CiTR Music Coordinator
citrmusic@club.ams.ubc.ca

