



Memo

To: All WOOL Hosts
From: The Programming Committee
Gary Smith, Programming Coordinator
Date: 5 December 2005
RE: Reminders, Policy Changes, etc.

Greetings,

On behalf of the Programming Committee, I'd like to thank everyone for doing such a great job. Our station is on the map because of the quality of our programming. This is owed entirely to the great work you folks have done. I'm certain that you all get less than your deserved share of gratitude for this enterprise and I'd personally like to say thank you for adding this resource to our community and for, without question, making this an even better place to live. Barely a day goes by without someone mentioning how much they enjoy listening to WOOL and this is wholly because of you.

Now to the nitty gritty:

- 1. TONIGHT'S HOST SOCIAL:** I regret to say that tonight's Host Social, planned for 7pm, isn't happening. Apologies for the late notice but it appears the holiday madness has gotten the better of me and I am tardy in sending this cancellation. Nevertheless, some people will be hanging around the station tonight and if anyone shows up, we'll be social together. It's not going to be fancy but stop by if you'd like.
- 2. MEMBERSHIPS EXPIRE SOON!!!** As you all know, if you joined before September 1, 2005, your membership will expire on December 31, 2005. Since membership is the primary method of funding for WOOL, I ask that you please IMMEDIATELY pay your annual dues either online or by leaving a check at the station when you come in for your show. Without membership you cannot continue to do your show and it's very important that you continue to do your show.

- 3. ARCHIVED SHOWS:** Many people have asked if there is a way to a) get a copy of their shows or b) utilize our show archive to populate a show which a host will miss. At the moment the process to achieve the latter is cumbersome and the Tech Committee has asked - until our new servers are installed - that other methods of filling shows be pursued. Soon, new servers will be built that will allow each Host to download his or her show using nothing more than a web browser. The Host will then be able to import that show or other content into his or her personal folder that the automation will employ in creating non-live programming. It's my impression that the Tech Committee would like to have this up and running in the next couple months. Stay tuned and thanks for your patience.
- 4. STATION PROMOS:** By now you've probably noticed that the PSA book includes a section on STATION PROMOS. These include spots about committee meetings, membership renewals, entreaties to the community to join and support WOOL, etc. The Programming Committee asks that you read one of these per hour IN ADDITION TO the two PSAs per hour that you are already reading. It should be self evident that announcements in support of our station are very very important and we could use every host's help in building the public awareness of our station – other shows, our need for financial and volunteer support, our constant drive for membership and listenership growth. Thanks for whatever you can do to help in this way.
- 5. RESERVING AND SIGNING OUT EQUIPMENT:** At the station there are sign out and reservation sheets for the Marantz. These are in a binder on the table. The Marantz is reserved on a first-come basis. Please be considerate and keep the machine only as long as you need it and be responsive to other people's needs if they should contact you about using the machine.
- 6. COMPLETING THE LOGS:** Another reminder is in order to everyone about completing the logs appropriately. Instructions should be in the front of each Log binder and you should reacquaint yourselves with these procedures if perhaps you've forgotten the regulations about the logs. These are the most important documents created by WOOL and we are responsible to the FCC for the complete and accurate maintenance of these logs.
- 7. ADULT SUPERVISORS:** There is a newly created agreement to be signed by all adult supervisors. Blank forms are on the table in the file organizer. The form details the responsibilities of all adult supervisors and, at the request of supervisors the board of directors thoroughly reviewed the matter and approved this list of responsibilities and expectations. The youth programming at WOOL is one of our most important contributions to the community and we are very grateful for those of you who enjoy being adult supervisors. It's important to mention here that "Kids On Air" is looking for additional adult supervisors to keep this show on the air. If you have the time or inclination to

help with “Kids On Air” please contact nancy@wool.fm. Special thanks are owed to Nancy for her hard work in encouraging and administrating our youth shows.

- 8. MISSED SHOWS:** Thanks to everyone who has contacted me to offer advance notice that you won't be able to do your show. If at all possible, please email me some time in advance and, in the subject line, please type: I WILL MISS MY SHOW. As always, if you're going to miss your show the best thing to do is to find another certified Host to fill in. As you read above, soon you'll have the option to pre-program your show. Until then the other solution is to simply have our automation take over your timeslot. It's not ideal and it doesn't help develop your audience but it works.

- 9. ARRIVING BEFORE YOUR SHOW:** Everyone is encouraged to arrive at the station early enough to have all your materials prepared for a graceful handoff from show to show. Of course it is hoped that ANYONE in the studio will be respectful of the on-air host. Some hosts need more concentration than others so please be polite and do not distract people who are on the air. On-Air Hosts are asked to announce the upcoming show so the listeners know what's to come.

- 10. THE LIBRARY:** As our library grows we need to be vigilant about two rules relating to the materials:
 - a. Never ever ever take the materials out of the station. There is no reason for the materials to leave the building and we cannot emphasize this strongly enough. You risk losing your broadcast privileges if you break this rule.

 - b. Please be considerate and put CDs and LPs back in their cases and jackets. There is a growing pile of cases without CDs and this is problematic for all of us.

We'll reschedule the Host Social for sometime in January. There is some talk about a WOOL holiday event and this is being coordinated by others. I'm sure you'll get a notice shortly if this is to happen.

Most importantly, thanks again for your efforts. You're doing a great thing.

Happy Holidays,

Gary Smith