You are responsible for following the Radio Station on air schedule as outlined in the Broadcast Log in your yellow folder. You will be airing music, advertisements and news on the radio. The Radio Station equipment is very valuable. Please handle it in a responsible and careful manner.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. **Do not touch any equipment until a JA staff person trains you.** A JA BizTown staff member will discuss the instructions with you so that you will be ready when it is time to go on the air. Please follow these directions carefully, as this equipment is very valuable. If you have any further questions, see a JA BizTown staff member.

3. Review the Radio Music Selection Guide and prepare your Top 20 List so you will be ready with selected music, and customers will have a song list from which they can make requests.

   **Note:** You must write them on the song board for customers to choose requests and dedications.

4. Read the Broadcast Log so you can stay on task throughout the schedule of the day.

5. As you receive Song Request Forms from the Advertising Executive or CEO, schedule them into your broadcast. Use “chatter” anytime music is not playing to avoid “dead-air.”

   Note: Chatter includes talking about the Radio Station, your school, exciting activities at JA BizTown, your job, special promotions, Radio Station activities, sports, etc. Dead air is when there is silence on the Radio. Real-world radio stations avoid dead air because it gives listeners an opportunity to change the channel. Planning and preparation can help you avoid dead air.

6. Read business advertisements as it states in the Broadcast Log. The Advertising Executive will bring these items to you during the day. You should be reading the business ads during each time period until they have been read 2 times. Remember that each business is paying for their advertisement. Be interesting and read these with enthusiasm!

7. The Radio Station will be selling a promotional item to be a “Guest DJ”. Please make sure the “Guest DJ” has read the Promotional card and understands the rules, while they are a guest in the booth.

8. Follow the Broadcast Log throughout the day. Do not begin to read business advertisements or play a song when it is time for JA BizTown to close for a Town Meeting or Staff Meeting.

9. When a student is in your booth singing a song to be produced, do not speak or read any ads. Any sounds will be picked up by their microphone. You can still play music though, since you can only hear it through your earphones.
10. If at any time the equipment does not seem to be working properly, please see a JA BizTown staff person.

11. If time allows, play the song produced by your Music Producer. It will be on a USB stick (jump drive). Follow the directions on how to play this song that are located by your computer. Leave the USB stick (jump drive) in the slot for a JA staff person to collect at the end of the day.

12. Assist with business clean-up at the end of the day.