



## Presenter Changeover Procedure

This procedure outlines the presenter requirements during a changeover between programs at Tribe FM. This procedure is based on the Tribe FM training document and details the background to the requirement.

**It is important that studio changeovers are conducted with ease to allow the incoming presenter to start their show in a settled manner, and the outgoing presenter to say farewell to their listeners and introduce the next show.**

### Arrival before program start or shift.

The incoming lead presenter is required to arrive at least **15 minutes** before the start of their shift, being on time will ensure the changeover starts and ends well.

On arrival the incoming presenter is to let the on-air announcer know they have arrived. ( This can be performed by a wave through the studio door without wholly entering the studio itself.. )

- This reminds the outgoing presenter that a presenter is coming in and enables them to say goodbye to their listeners, announce the following show and begin to pack up the studio to leave it in good order to facilitate a quick and clutter free changeover in a planned manner.

NOTE: It is normal practice to request permission to enter the studio fully from the lead presenter for any time outside of the changeover window. Any alteration of the changeover window can only be performed by mutual agreement.

At **5 minutes** before the end of the current on-air presenter's shift the incoming presenter may enter the studio to bring in their equipment (laptop) and / or media (USB or CD). [ One of the roles of all presenters is to be aware of the time remaining on tracks and their show, the current on-air presenter will be aware of the need to commence the changeover at **5 minutes** before their show finish.]

- The outgoing presenter should have prepared a long playing song for use after signing off and introducing the next presenter to enable the vacating of the presenter's chair to allow the next presenter enough time to set up and be ready to start seated in the chair. (**typically, 2 to 3 minutes**)

### Desk Fader Position

When leaving all unused faders should in the OFF position with slides down.

- The exception to this might be the OZ BOX fader that can be left on and the slider up so news service can be played immediately by the incoming presenter. Communication and Collaboration between presenters will sort this out.

### Presenter Computer State

The main presenter computer screen should display the studio audio level, the Noarlunga weather forecast and the iTunes application.

If changing regularly with one other presenter, it will not take too long to sort out a smooth changeover.

Any clarification can be obtained by the member by emailing [programming@tribefm.org.au](mailto:programming@tribefm.org.au)