



# KBRP

# PROGRAMMER

# TRAINING

# MANUAL

**SEPTEMBER**  
**2025**

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Furman power strip (keep on at all times) -->



--don't touch this pls

internet radio streamer-->

CD player

Main Mixer ^^

Sherwood Receiver (turn on to connect to speakers)



**DJ Trainee Overview: Training typically takes two or three 1.5- 2 hour sessions and the time it takes to make your 30 minute demo show for the Program Committee to approve.**

In order to be certified as a programmer, and have a new program approved, the trainee must:

- -Be familiar with the Main Mixer & understand its function.
- -Understand DJ equipment including DJ Mixer, CD Players & computer/software (turntables & cassette deck if needed).
- -Must have a good understanding of how to troubleshoot any equipment problems that may arise. -Know the required elements for a program (Station Ids, Announcements, etc)
- -Create a thirty-minute demo for the program committee that demonstrates an understanding of the equipment & required elements of a program.
- -Written test

A checklist of things to be familiar with below. If you need any clarity, feel free to ask your trainer!

- KBRP Membership
- Board of Directors
- Program Committee
- Qualitative, quantitative & calls to action
- Obscenity, indecency & profanity
- Spinitron Playlist
- Archives
- DMCA
- Piezo Recorder

## STUDIO A DJ Checklist

- \_\_\_ Turn on DJ mixer
- \_\_\_ Turn on receiver (the Sherwood)
- \_\_\_ Set microphone levels using meters on the Piezo recorder
- \_\_\_ Set music levels using meters on Piezo recorder
- \_\_\_ Set headphone & speaker levels using the Main slider on DJ Mixer aka the dj board where you conduct your show (this also sets your volume to the Main Mixer but you can't see the setting until you switch from MEG to the DJ Mixer). The headphones plug into the headphone amp in studio A to the right of the computer monitor. Make sure the power switch located on the far right of the amp is turned "on".
- \_\_\_ Pull PSA(s): 1 per hour
- \_\_\_ Pull Underwriter scripts: 2 per hour
- \_\_\_ Open playlist in Spinitron
- \_\_\_ Start Piezo recorder just before your program starts
- \_\_\_ Turn MEG down and DJ mixer up on Main Mixer aka the small board to the right of the record player that plays MEG 24/7
- \_\_\_ Do program
- \_\_\_ Legal station ID at the top of every hour
- \_\_\_ Disclaimer at beginning and end of show
- \_\_\_ 2 Underwriters per hour
- \_\_\_ 1 PSA per hour
- \_\_\_ Check the "important info" corkboard for any short term or special event underwriters that need announcing
- \_\_\_ Fill in Spinitron playlist during or set up the content before show. If you have a rebroadcast, hit the  button to the right of your playlist and input the date and time of your rebroadcast, then hit "submit".
- \_\_\_ At end of show, turn DJ mixer down and MEG up on Main Mixer
- \_\_\_ Stop Piezo recorder
- \_\_\_ Put 1 copy of the show in your Archives folder. The archives folder on the computer is how we keep an in-house record of all programmers' shows
- \_\_\_ Rename the show file and put a copy in your Alias folder- the name has to be identical to what MEG is looking for when it pulls for your rebroadcast. If you don't get a message stating that a file of that name already exists and if you'd like to replace, check your spelling!
- \_\_\_ If any copies remain in the "Piezo Recordings" folder or the desktop, move to trash
- \_\_\_ Return all equipment to how it was (or should have been) when you arrived
- \_\_\_ Return Underwriter scripts and PSA(s) to the appropriate places in their binders
- \_\_\_ Log when and who read the Underwriter scripts and the PSA(s) in the front of their binders
- \_\_\_ Fill out the studio log before leaving (located on bench in the front entrance room)
- \_\_\_ Lock up on your way out (Hold the # button until you hear a voice say "locked")

**STUDIO B DJ Checklist- note that Studio B is currently set up to primarily PRE-RECORD shows, but can be used for live shows if necessary.**

- \_\_\_ Turn on DJ mixer (single switch in Studio B turns on everything)
- \_\_\_ Set microphone levels using meters on the Piezo recorder
- \_\_\_ Set music levels using meters on Piezo recorder
- \_\_\_ Set headphone & speaker levels using the Main slider on DJ Mixer (this also sets your volume to the Main Mixer but you can't see the setting until you switch from MEG to the DJ Mixer). The headphones plug into the headphone amp in studio B to the right of the computer monitor)
- \_\_\_ Pull PSA(s): 1 per hour
- \_\_\_ Pull Underwriter scripts: 2 per hour
- \_\_\_ Open playlist in Spinitron
- \_\_\_ Start Piezo recorder just before your program starts
- \_\_\_ Turn MEG down and DJ mixer up on Main Mixer
- \_\_\_ Do program
- \_\_\_ Legal station ID at the top of every hour
- \_\_\_ Disclaimer at beginning and end of show
- \_\_\_ 2 Underwriters per hour
- \_\_\_ 1 PSA per hour
- \_\_\_ Check the "important info" corkboard in Studio A for any short term or special event underwriters that need announcing
- \_\_\_ Fill in Spinitron playlist during or set up the content before show
  
- \_\_\_ Stop Piezo recorder
- \_\_\_ Put 1 copy of the show in your Archives folder
- \_\_\_ Rename show file and put a copy in your Alias folder- the name has to be identical to what MEG is looking for when it pulls for your rebroadcast
- \_\_\_ If any copies remain in the "Piezo Recordings" folder or the desktop, move to trash
- \_\_\_ Return all equipment to how it was (or should have been) when you arrived
- \_\_\_ Return Underwriter scripts and PSA(s) to the appropriate places in their binders
- \_\_\_ Log when and who read the Underwriter scripts and the PSA(s) in the front of their binders
- \_\_\_ Fill out the studio log before leaving (located on bench in the front entrance room)
- \_\_\_ Lock up on your way out (Hold the # button until you hear a voice say "locked")

# Studio A Arakis DJ Board Training Notes

Here's a helpful Training video on the board from KBRP!  
<https://www.youtube.com/watch?v=zVQBEHUiJvw>

1. The arakis does NOT have a power switch, it will always be lit up.
  - a. The PGM button =program
  - b. Aud button=audition
  - c. air=ignore this button
2. When buttons are lit up RED, that means they are actively on and NOT muted
3. The outputs of each channel if on PGM will go straight to the MEG mixer and out in to the world which bypasses the computer
4. AUD button feeds into the computer which is where the piezo recorder is located, so BOTH PGM and AUD need to be turned on in order to do your show
5. "Monitor" is what's coming out of the speakers, so have it either on PGM or AUD at all times
6. The new arakis feature enables you to use a microphone WITHOUT turning the speakers off because it will turn them off itself and still allow you to monitor yourself with the headphones. The headphones are now plugged into the headphone distribution box "HEADAMP"
  - a. You can adjust headphone volume on the headphone knob (blue) on the new board
  - b. You can also adjust speaker volume on the monitor knob (yellow) on the new board for convenience
7. The CUE (red knob) system does NOT go out into the monitors or stream, it just plays something on a different channel (i.e.turntable, cassette, livestream, cd) so you can hear it before you play it. If you want to cue something, make sure you hit the red button so that channel is on to light it up. The sound will only go through either the headphones or the speaker built into the arakis board. Do not cue what you're actively playing, only what's coming up next.
8. For phones, channel 14 and 15 are for those. Channel 15 has bluetooth capabilities setup and channel 14 is plug in phone only.
  - a. To connect to the phone click the blue "call" button on the new board and open up bluetooth on your phone and select "ARC Blue 2.14". Its connected to the blue button, stops blinking and stays lit.
  - b. To use, turn channel 15 (bluetooth) red button on with program and aud buttons lit up green.
  - c. When someone calls you, make sure your phone audio is set to "ARC Blue 2.14" instead of the phone itself. Make sure your phone audio is turned all the way up last, important step to check after you've done everything else!
9. If someone wants to use their computer for a call through zoom etc, set up the USB channel to connect to the board. Then click their audio source on their laptop titled "USB AUDIO CODEC". Make sure both audio INPUT and OUTPUT devices are set to USB AUDIO CODEC instead of the laptop speakers. Do NOT connect to the laptop channel if you're trying to use it for purposes outside of music, it's important to use the USB Channel for that only.

# **KBRP LP ON-AIR PROGRAMMER HANDBOOK**

## **Revised 2025**

This Handbook outlines the rules, expectations, and responsibilities of KBRP On Air Programmers.

- All Programmers are expected to be able to engineer their own program, demonstrate reasonable self-reliance and be able to perform basic technical troubleshooting before they may go on-air at KBRP.
- The Program Committee must approve a program proposal form and issue a time slot before program broadcast is permitted.

The Handbook is provided to all Participant Members and Programmers to ensure that clear guidelines and protocol for studio and On-Air behavior are understood equally by all the people involved. Respect for these guidelines is necessary to protect the FCC license and viability of KBRP LPFM. Contact the Station Manager for further information about any material in this Handbook. In the absence of a Station Manager, contact the Program Director or the Program Committee Chair.

Changes in FCC or BRP, Inc. policies will be posted by email or in the studio.

On-air programmers on KBRP are not just casual volunteers; they are as responsible for staying up-to-date with On-Air expectations as any professional broadcaster.

### **TECHNICAL HISTORY AND INFORMATION**

The Bisbee Radio Project, Inc. was founded in 1998 as a non-profit 501(c)(3) organization dedicated to bringing radio to Bisbee. In 2000, the FCC (Federal Communication Commission) issued a special class of broadcast license, Low Power (LPFM), for non-commercial broadcasting. BRP, Inc applied for, and received a construction permit in 2004.

KBRP LP FM is operated as a project of BRP, Inc. BRP, Inc is a non-profit, volunteer organization. KBRP LP FM is operated as a grass roots radio station with a team of skilled volunteers, donated equipment, and funding contributed by businesses, organizations, members, and listeners throughout the area. Broadcast of a program requires the use of BRP, Inc's FCC license and the donated community resources, given in good faith, that create and maintain the studio, transmitter, staff, licenses, and affiliations necessary to play music and produce local programming.

**The stations call letters, KBRP, stand for Bisbee Radio Project, Bisbee's Radio**

**for the People, and Bisbee's Radio By the People. LP stands for low power.**

KBRP LP FM broadcasts at 96.1 mHz 7 days a week, 24 hours a day. It is currently allowed to broadcast at 4.67 watts of effective radiated power and the broadcast ranges from the tunnel in Old Bisbee to Warren, Briggs, Saginaw and Tintown. The transmitter and antenna are located at the Central School bell tower. The link from studio 400 Arizona Street to the transmitter is achieved by connecting a streaming device to the transmitter at Central School. KBRP LP FM also streams online 7 days a week, 24 hours a day at [www.kbrpradio.com](http://www.kbrpradio.com).

## **ORGANIZATIONAL STRUCTURE**

- The Bisbee Radio Project Inc. operates with a **Board of Directors** consisting of 4 Officers (President, Vice President, Secretary, Treasurer) and 5 Directors. The Board legally "owns" the FCC license to broadcast. All Board Members are volunteers and members of KBRP. They are required to follow the same rules and procedures as other KBRP Participants when they are in the studio space. Each member serves for a 2 year term with elections being held each December. There are term limits of two consecutive terms in any single position.
- The **Program Committee has the responsibility of determining the program content of the station and the training, certifying, and monitoring of the On-Air Programmers and their programs.** The Program Committee is charged with communicating and enforcing the policies established by the Board. All actions of the Program Committee are subject to review by the Board at any time.
- **BRP supporting members** pay annual dues and enjoy nomination privileges to the Board at the annual Board Election held on or around the winter solstice each year. **All programmers must become supporting members of the station before going on air.**
- **BRP founding members** are a small group of members who pioneered the Bisbee Radio Project.
- **BRP Lifetime Members** are KBRP supporters who make a one time monetary donation of \$500 or more.

## **FCC RULES**

The Federal Communications Commission (FCC) is an independent federal agency created to regulate broadcast and non-broadcast spectrum use. *The FCC is responsible for the regulation of licensing, technical operations, legal activities, and the program content of all licensed stations.* KBRP relies on its FCC license to broadcast and considers it the "property" of the Listening Community and all BRP, Inc Supporting and Participant Members. If KBRP is to remain on the air, it is imperative that Programmers comply with FCC rules at all times. Non compliance is grounds for immediate dismissal from KBRP. **The FCC may fine**

**both the radio station AND the individual who commits an on-air offense.**

### **FCC INSPECTIONS**

The FCC is allowed to enter and inspect the station premises without notice during regular business hours. All programmers should know the location of the Public File and FCC license and be prepared to assist with the inspection as needed. If no Board Member, Station Director, or Office Manager is present during the inspection, contact them using the numbers posted at the station located in both studios and our office convening room.

### **PROGRAM LOGS**

The FCC requires that logs be kept of all broadcasts. The automated system keeps daily logs and the Programmers must also keep logs of their broadcasted material online using Spinitron.com. **DJ training will include how to use Spinitron to create PROGRAM LOGS online, which must include the following information with actual times:**

- Date and time of broadcast (not the date recorded)
- Time of Legal Station ID reading
- Time of Disclaimer
- Time of Underwriter/PSA reading
- A listing of music played (artist, song title, album, label)
- It is NOT necessary to log verbal intros, outros, and discussion.

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### **STATION /ENGINEERING LOGS**

The Station/Engineering Log is required by the FCC and is a tracking of broadcast equipment malfunction, discrepancies, and abnormal operations that affect KBRP's continuity of signal. *The Log is located next to MEG in the MEG room.* Briefly describe the problem and the date and time it occurred. Contact the Station Manager or others on the emergency list, if KBRP goes off the air. Note the time off and time back on if you restart the station.

### **POLITICAL LOGS**

All stations must record each request for air time that is made by a candidate for public office. It is required by law that airtime is given to a candidate if they request it within 7 days of giving airtime to their opponent. This log is kept in the PUBLIC FILE at the station with the Station Manager or Office Manager. Please let the Station Manager know if you interview a candidate so that it can be properly logged. In the absence of a Station Manager, contact the Program Committee Chair or the Office Manager.

### **EMERGENCY ALERT SYSTEM**

KBRP has an EAS system that receives regular messages and tests from other

radio stations who are also part of the Emergency Alert System. KBRP does not transmit regular weekly/monthly tests, as its signal does not reach any other radio station. The tests will sound OVER the regular programming and a digital record will be logged in the EAS machine and accessible digitally.

### **STATION IDENTIFICATION**

The FCC requires all radio stations to identify themselves as close to the top of the hour as possible.

**BRP, Inc requires On-air Programmers to state the legal station identification at the beginning and at the end of their program, as well as at the top of each hour.**

The Official station identification shall consist of the station's call letters, KBRP LP, immediately followed by the community, BISBEE.

NO INSERTION OTHER THAN 96.1 MAY BE PLACED BETWEEN THE CALL LETTERS AND THE NAME OF THE COMMUNITY.

KBRP LP BISBEE is a legal ID.

KBRP LP 96.1 BISBEE is a legal ID.

KBRP LP "IN" BISBEE IS NOT A LEGAL ID

The legal IDs are posted on the studio wall by the clock.

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**PROGRAM CANCELLATIONS & SCHEDULE CHANGES** In emergency situations when a Programmer will be unable to be physically present to put on their program, the Programmer should notify the Station Manager or Program Committee chair. In the absence of a Station Manager, one of the MEG technicians (Steve Yoder or Peter Levine). If there has been an equipment failure or other issue during the original broadcast, the Programmer should notify the Program Committee chair that the file is not prepared for rebroadcast. If the Committee chair is not available, notify one of the MEG technicians.

### **NON-COMMERCIALISM AND UNDERWRITING**

All Programmers are required to abide by FCC and BRP, Inc-KBRP LP rules for conduct. Because KBRP LP is a non-commercial radio station, it is NOT permitted to carry commercial advertising. Underwriters are businesses or persons who support KBRP with a donation in exchange for mention of their sponsorship on the air. The FCC enforces very strict and complicated rules regarding non-commercial underwriting. On-Air Programmers read only what is

written in the underwriter book. On Air Programmers are not to read any announcement that benefits their household, workplace, or family members directly, and should contact the Station Manager or Office Manager if there is a conflict with them reading an announcement. In the absence of a Station Manager or Office Manager, contact the Program Committee Chair.

- **TWO PER HOUR: Programmers read two underwriting announcements per hour on air. (BRP)**
- READ THE UNDERWRITERS IN ORDER. THIS IS NOT OPTIONAL. Underwriters are guaranteed fair and equal readings during live shows. \*The exception to the rule of using the next announcement in rotation is if that announcement is for your business, or benefits anyone in your home or family. This violates the Plugola Law. Therefore, it would appear inappropriate for your program to include your underwriting announcement. (FCC)
- Please leave the announcements in order in the book. If you know that information for an announcement has changed, do not make changes in the book, but alert the Station Manager or Office Manager, whatever applicable, to update the text. (BRP)
- LOG IT: The time of the announcement must be noted on the Episode Log in Spinitron as well as on the Underwriter Log in the front of the Underwriter Book. Fill in your initials, the date and time read. (FCC/BRP)

**NO PRICES:** On-air Programmers are permitted to promote nonprofit events, but may not mention prices unless ALL of the proceeds of the event or sales products go to KBRP LP or BRP, Inc. KBRP is allowed to promote itself on the air. (FCC)

- **VERBATIM:** All underwriter text is carefully crafted to comply with FCC law. *Please read the text as it is in the book.* This will avoid the use of qualitative descriptions or comparisons such as "the best pizza", "the only therapist" etc. "Promoting" includes doing a special feature, an extended set, or a whole show on an artist or artists who will be performing at a profit-making concert or event and then announcing such things as "this show is not to be missed", or "this is going to be the best gig this weekend" or other casual, but promotional, remarks. Opinions and information may be given OFF AIR. (FCC)
- **NO EMBELLISHMENTS:** Personal endorsements or embellishment of underwriters is strictly prohibited and subject to FCC fines. (FCC/BRP)

- **Events and concerts which refer to for-profit businesses may be announced, but not promoted. No prices are permitted but it may be announced that the event involves a charge or a suggested donation.** It may be announced that an event is free of charge, has a "cover" or "no cover" (FCC)
- **PLUGOLA LAW:** It is illegal for a radio programmer to promote their business interests on the air, unless their interest is disclosed, in which case it is subject to the rules governing noncommercial sponsorship announcements. This includes accepting money to promote the business interests of others and playing one's own band during their radio show. (FCC) **PAYOLA LAW:** This is a form of Plugola wherein a programmer accepts money for playing an artist's songs on the radio. (FCC)
- **CALLS TO ACTION:** It is illegal for non-commercial programmers to issue any calls to action. These calls to action can be anything from ordering your listeners to riot for a political cause, to telling them to go to the stores and buy your favorite album. Legally speaking, this law is generally enforced as it applies to sponsorship announcements.

### **PUBLIC SERVICE ANNOUNCEMENTS**

- To be considered a Public Service Announcement, the event must be sponsored by a non-profit, tax-exempt organization, or an event of value to KBRP's greater audience.
- **ONE PER HOUR:** Programmers read one Public Service Announcement from the PSA Book per on-air hour. (BRP)
- PSAs are provided as a service to the community whether the organization is an underwriter or not. (BRP)
- PSAs that involve events for underwriters should not be embellished as this may APPEAR to be favoritism towards a paid underwriter. Simply read the event information and the venue. (FCC/BRP)

### **OBSCENITY, PROFANITY AND INDECENCY**

#### **KBRP Policy (Station Practice)**

**Time windows: Daytime (6 AM-10 PM): The strict period.**

Absolutely no obscene content (sexual or otherwise).

No hateful speech, slurs, or sexually explicit content (e.g. graphic depiction of sexual acts).

No use of the "seven dirty words" (or close variants) or phrases that are likely to be found patently offensive, even if context might otherwise allow. The seven dirty words are shit, piss, fuck, cunt, cocksucker, motherfucker, and tits.

**Safe Harbor window (10:00 p.m.–6:00 a.m.):**

Obscene content remains forbidden.

Broadcasters may allow profanity or expletives (i.e. “cuss words”) that would be disallowed in daytime

**However, hate speech, derogatory slurs, or sexually explicit or graphic sexual content remains off-limits at all hours.**

Broadcasters will provide a disclaimer if their show contains indecent or profane content during safe harbor hours (<https://creek.org/articles/safe-harbor-hours>).

It will read:

**“Between the hours of 10pm and 6am, KBRP may broadcast material that could be found offensive to some members of our audience. Listener discretion is advised”**

Non-discrimination & hate speech

Under no circumstances will KBRP permit hate speech, slurs, demeaning language about protected classes, or incitement to violence.

Sexual content must remain non-explicit; crude references or innuendo may be allowed in safe harbor periods only if not graphically descriptive and not violating community standards.

Complaint handling & corrective action

If a listener or the FCC complains about a broadcast, KBRP will review the segment, document context, and determine whether it crossed policy.

Repeat or egregious violations may lead to stricter oversight or removal of programming privileges.

On the matter of offensive or controversial language, BRP 's policy stipulates that on-air Programmers may not use, nor allow their on-air guests or callers to use, offensive language or hate speech on the air. If a guest or caller uses such offensive language, the operator must cut the guest or caller off.

**KBRP LP On-air Programmers are required to preview all material before it is used on the air.**

## **COMMENTARIES & EDITORIALS**

Commentaries and editorials are the expression, by a Programmer or their guest, of personal opinions and views.

BRP, Inc. encourages the discussion of relevant issues as part of its service to the community. It is required that all KBRP Programmers abide by and uphold professional standards when discussing topics that impact listeners. The mission of BRP is to enrich the culture of Bisbee and the listening audience. BRP, Inc. does not support programs which incite or harm others or which create fruitless, unwarranted, irresolvable discord or confusion in the community. A Programmer will be notified of the first offense and given suggestions for improving their skills. Further offenses can result in probation, dismissal or be referred to the BRP Board for review.

Shows containing commentary will be carefully reviewed by the KBRP LP Program Committee. The Program Committee reserves the right to cancel or suspend a program at any time.

**NON-ENDORSEMENT:** BRP Inc.'s non-profit status requires that it limit partisan political activity. It is BRP's policy not to endorse, as a corporation, candidates for political office or specific legislation.

**POLITICS:** If a Programmer runs an editorial or commentary supporting or opposing a candidate for public office, within 24 hours of the editorial or commentary, the station must contact all candidates for that office. If a station opposes a candidate, that candidate must be given a reasonable opportunity to respond. If the station supports a candidate in a race, then all legally qualified opposing candidates must be notified and given a reasonable opportunity to respond.

**POLITICAL ROUNDTABLES:** KBRP has a tradition of interviewing any interested, official candidate for office in a roundtable format. The roundtable discussion includes two to four people from the community and lasts one-half hour. It is recorded to allow for rebroadcasts. All politicians are given equal airtime.

**PROFESSIONALISM:** BRP, Inc policy states that shows containing commentary shall not have the intention to incite anger among the listening audience.

## **DEFAMATION & PERSONAL ATTACKS**

It is illegal for a programmer to attack the character of a public or private figure

by making on-air statements that cannot be proven. On-air Programmers must avoid making personal attacks. The FCC's personal attack rule is: if a broadcaster attacks the "honesty, character, or integrity" of an identified person or group while discussing a controversial issue of public importance, then the broadcaster must contact that person or group within a week, provide a script, tape, or accurate summary of the attack, and offer a reasonable opportunity to respond over the same station without charge.

BRP, Inc. honors its mission statement when deciding on how the KBRP air waves will be used. BRP, Inc. will not tolerate the use of its license to broadcast personal grievances, vendettas, or in any way cause undue harm or embarrassment to members of the community. Interviews and discussions of controversial topics are to be conducted in a professional manner. Please consult with the Station Manager regarding professional interview standards. In the absence of a Station Manager, notification should be made to the Program Committee Chair.

### **DISCLAIMER**

DISCLAIMER: BRP, Inc policy states that shows containing commentary shall include at least one disclaimer at the beginning and one disclaimer at the end of each show. For shows without commentary, Disclaimers can be added as appropriate and reasonable to avoid listener confusion.

The disclaimer is to be read during programs where programmers or their guests express views and opinions. This clarifies to the listeners that the programmer and guests are responsible for their own views.

Reading a disclaimer does not give programmers or their guests license to commit slander or use obscenities.

The disclaimer text is to be read exactly as it is written. It is located on the wall in both studios above the computer.

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POLITICAL INVITATION: When a political representative or candidate or anyone providing a viewpoint on a political issue is provided air-time on any program, a statement must be made at the end of the program inviting ALL OFFICIAL CANDIDATES FOR OFFICE to offer their viewpoints on KBRP LP BISBEE.

### **RECORDING**

All KBRP Programmers are to record their shows via the Piezo program on the DJ Computer in the studio. DJ training will include how to record a show as an MP3 file, how to save a copy to the Archive drive in the studio and how to

rename an MP3 file for rebroadcast. COMMENTARY REQUIRES RECORDING: BRP, Inc policy states that all shows containing commentary shall be recorded. It is the programmer's responsibility to become trained in recording procedures for the station.

### **PRE-RECORDED PROGRAMS**

RESERVE STUDIO TIME: check the live schedule and reserve studio space on the google calendar that you'll be added to once your demo is approved! KBRP is a busy place! Be sure to reserve time rather than dropping in.

STATEMENT: If a show is pre-recorded, a statement must be made clarifying this for the listeners. "**This program was pre-recorded**" is acceptable. This statement can be inserted by the automated Meg system if necessary.

LOGS: Pre-recorded programs also require that a program log be filled out in Spinitron and, if the program is to air within a week, that the next underwriter on the roster be read and initiated in the Underwriter Book. Date the underwriter with the date that the program will be aired.

HOW TO GET AUTO SCHEDULED: It is the responsibility of the Programmer to contact the Station Manager or appropriate MEG tech to schedule a pre-recorded program into the auto-system.

### **PHONE/ZOOM/SKYPE INTERVIEWS**

NOTIFICATION: The FCC requires that a person called by a broadcaster on phone Zoom, Skype or other service, must be advised beforehand that they are on the air or are being pre-recorded for later broadcast. All parties to the call must be notified of the station's intent to broadcast the call.

### **COPYRIGHT LAWS**

COPYRIGHT LICENSES: BRP, Inc. has purchased copyright licenses from the major musician organizations BMI, SESAC, and ASCAP. In general, it is legal to broadcast any material that has been commercially recorded, including music and spoken word recordings, except when otherwise indicated on the recording. It is not legal to broadcast bootleg records or other non-commercial recordings without the permission of the artist. Consult the Station Manager if there is a question of copyright use. In the absence of a Station Manager, questions should be directed to the Chair of the Program Committee. Do not mention the use of download or streaming services on air. **IT IS A FEDERAL OFFENSE TO PLAY BURNED CDS. PLEASE BE AWARE OF THIS.**

The live internet stream of KBRP falls under the authority of the Digital

Millennium Copyright Act (DMCA) which contains the following restrictions:

- No more than 3 songs from one album; no more than 2 played consecutively in a 3-hour period.
- No more than 4 songs from a set/compilation; no more than 3 played consecutively in a 3 hour period.
- No more than 4 recorded songs by the same artist in a 3 hour period (live studio appearances are exceptions).

Please consult the Station Manager if there is a question about the DMCA. In the absence of a Station Manager, contact the Program Committee Chair.

FAIR USE: It is illegal to re-broadcast the broadcast of another radio or TV station without the express, written permission to do so from the originating station. Copyright laws also apply to the on-air reading aloud of printed material or from internet websites. On-air Programmers are permitted to make educational and "fair use" of copyrighted material in reading or quoting from it on the air, but are not permitted to read or quote at length without the express, written permission of the copyright holder. As a general rule, before reading copyrighted material at great length on the air, a Programmer is responsible for considering whether doing so could reasonably interfere with the copyright holder's ability to sell the material in KBRP's broadcast area.

PREMIUMS: It is not legal to offer promotional items given to the station for sale, as premiums, or as gifts unless the person making the offer owns the copyrights or has written permission from those who own the copyrights. (FCC)

PAYOLA: Programmers who accept fund or goods on behalf of KBRP LP must turn them over to the Station Manager or the Office Manager on the first working day following acceptance. This is to avoid the appearance of payola, or receiving goods for air-time or special favor, which is illegal.

BRP MATERIAL: No On-air programmer owns the copyright to any material produced at KBRP LP. Any resulting fines or legal actions resulting from copyright infringement are the responsibility of the individual volunteer. (BRP)

All program materials produced by KBRP LP FM Programmers using BRP equipment or supplies remain the exclusive property of BRP, Inc. (BRP)

It is illegal to offer for sale a recording of any portion of a broadcast show that includes material copyrighted or patented by another party. An example is a portion of a show including music from a CD or vinyl record. BRP, Inc holds personally liable any volunteer, or his/her guest, who violates this provision.

**GIVE CREDIT WHERE IT IS DUE:** Use of information must be credited to the source of that information. Sources for all third party information shall be provided along with such information during broadcast

#### **MUSIC ACQUISITION**

**KBRP'S MUSIC LIBRARY:** KBRP generally does not purchase recorded music. The music library mainly includes donated items. Upon receipt, the donated music should be marked as KBRP property, before it is downloaded into MEG, to help distinguish between station property and personal property.

Programmers who contact music companies, agents, or artists to acquire music for the station are expected to represent their role and the station accurately.

#### **HOUSEKEEPING/STUDIO ETIQUETTE**

- Programmers are expected to keep the studios neat and orderly. Take a moment to neaten up before leaving.
- Return the DJ Mixer to its original, COMMONLY USEABLE state after using sound effects or greatly altering the basic levels.
- Regular dusting with a dry cloth is necessary to keep the equipment in good shape.
- Do not store personal items at the station.
- Programmers are expected to do their fair share of studio cleaning.
- Return computers to the "desktop" mode by closing programs and browser windows before leaving the studio.
- Please be courteous during change-overs from one Programmer to the next. If you have a back-to-back show with another Programmer, discuss the best way to regularly transition your shows to form a smooth, stress-free, segue.

#### **BRP PROGRAM POLICIES & PROCEDURES**

- Being permitted to be on the air at KBRP-LP is a privilege, not a right.

- All new show proposals or changes to programs and times must be submitted for approval, in writing, to the Program Committee.
- It is the Programmers responsibility to ensure all on-the-air guests are informed of BRP, Inc policies and FCC rules regarding appropriate on-air protocol.
- Unauthorized broadcasting is not allowed at KBRP. Unauthorized broadcasting is any broadcast that has not been approved and scheduled by the Program Committee or Station Manager.
- On-air volunteers are expected to start and end their shows on time.
- Arriving at least 10 minutes before your program will be necessary to set up the equipment, test sound levels and organize underwriter announcements and PSAs to be read. This time is needed to calmly set up for a program without causing an emergency for others in the studio.
- Programmers may advertise their shows in publications and online. If the programmer pays for any advertising of their program, they should notify the Station Manager. In the absence of a Station Manager, notification should be made to the Office Manager.
- Food and beverages are not permitted near the equipment and computers. Liquids are permitted in the studio in a container with a lid.
- Absolutely no alcohol or illicit drugs of any kind are permitted in the studio.
- BRP policy states: There shall be no program that has as one of its goals to further the interests of any entity or organization, to proselytize, solicit membership, or solicit funds or assistance. Groups that may be denied programs include specific private, corporate, religious, social, or political organizations or entities. However, groups such as these that have a message to deliver may have a member or organizer sit as a guest on a program, non-profits may deliver PSAs to KBRP for use at its discretion, or become and underwriter.

## **DISCIPLINE PROCEDURES**

The Board of The Bisbee Radio Project, Inc. has given authority to the Program

Committee in all matters concerning the On-Air Programmers, including imposing discipline when necessary. Whenever possible, the offender will be given an opportunity to explain to the Program Committee the circumstances associated with the apparent offense.

### **APPEALS**

Appeals of the Program Committee decisions can be requested of the Board of The Bisbee Radio Project, Inc. Any suspensions or banishments will continue until the Board reviews the appeal and modifies the suspension.

The Board has delegated to the Program Committee the responsibility of determining the program content of the station and the training, certifying, and monitoring of the On-The-Air-Talent and their programs. The Program Committee is charged with communicating and enforcing the policies established by the Board. All actions of the Program Committee are subject to review by the Board at any time.

# Vacation Show Training

## March 29, 2024

### Steve Yoder

#### **“Vacation” shows vs. Rebroadcasts:**

Vacation shows don't have to be just for vacations. They are basically any show that is recorded more than a week or two before it's going to air. Rebroadcasts are a repeat of your recorded show aired during the same week it's recorded. Why the distinction? Rebroadcasts are just recorded versions of your show, including any announcements, PSAs, underwriters, etc. that are read during the original show. Vacation shows are recorded so that MEG can insert any announcements, PSAs, underwriters, etc. that are needed. This keeps things current. An underwriter may have been added between the time you recorded the show and the time that your show airs.

#### **Rebroadcasts:**

As you know, your rebroadcasts are simply your recorded show with the name changed and then inserted into your “Alias” file. The reason for the name change is this: At the time of your rebroadcast, MEG has an order to “*Insert track \_\_\_\_\_*” into the playlist. If your show was saved to your alias file with a name that included the date, show number, theme, etc, someone would have to tell MEG each week what the name of the file that needed to be inserted is. For example: “Insert track 2024-03-16MMM236”. That would be a pain and lead to errors and requires someone to do the task. So, instead, you change the name to a uniform, generic name. In my case, the rebroadcast name is “mulemountainmashup”. That way, MEG knows to “insert track mulemountainmashup.mp3” and it doesn't make any difference that the actual content of “mulemountainmashup.mp3” is different than the file that was inserted last week. This is also the routine you follow if you're simply prerecording your show to save yourself a trip into the studio on the actual day of your original show. If this is your regular routine, the MEG instructions have already been taken care of but, if this is an occasional thing or you're new, be sure to let me or one of the other MEG techs know so that the proper instructions in MEG can be triggered.

#### **Vacation Shows:**

A brief word about how MEG sees “Vacation” shows vs. Rebroadcasts: As explained above, a rebroadcast is simply a single track such as mulemountainmashup.mp3. Vacation shows, on the other hand, are seen by MEG as “playlists”. A playlist is a series of tracks. A typical vacation show playlist might look like this:

### Playlist MMM

```
-Insert "Prerecorded program" message
-Insert track MMM1.mp3
-Insert Category: Underwriter
-Insert Category: Underwriter
-Insert track MMM2.mp3
-Insert track MMM3.mp3
-Insert Category: Underwriter
-Insert Category: Underwriter
-Insert track MMM4.mp3
end playlist MMM
```

We could also insert a disclaimer, station ID, etc. but it's better if the individual DJs do it during the course of prerecording your shows as they will fit in nicer than having to interrupt your show and insert an announcement in someone else's voice. So, it remains the DJ's responsibility to insert a station ID at the top of the hour and a disclaimer at the beginning and end of the show.

### **Okay, on with preparing your vacation show:**

#### **If you are recording a show from scratch:**

Do step 1 and then go to step 4, paragraph 3.

#### **If you are turning an old show from your archives into a vacation show:**

##### **Step 1.) Prepare your file folders:**

- On the DJ computer, in the archives drive, under the name of your show or your name, prepare a folder named "Vacation Shows".
- Create another folder named using the date that you want the first playback to occur (we'll figure out when the rebroadcast is) and the name of the original episode (see examples at end). Do a separate folder for each show. If you're simply recording vacation shows to stockpile and don't know for sure when they'll air, just name them after the name/date of the original program.

##### **2.) "The following Program Was Prerecorded" message:**

A prerecorded message that "The following program was pre-recorded" will be inserted into your vacation show playlist.

### 3.) Stripping out PSAs, Underwriters, etc:

The following is if you are preparing one of your older shows for use during your absence. If you are creating a new show for use during your absence, skip to step 5.

-Import your show into the Audacity program.

-Using Audacity's editing tools, strip out all PSAs and Underwriter announcements. If you also include time-sensitive material in your show (baseball scores, news, etc.) strip that out as well.

-If there are any announcements in your show that refer to the time of the show and you've changed the time your show airs, be sure to strip those out as well.

### 4.) Creating half-hour-ish segments:

The goal at this point is to break your show up into segments that are around 28 minutes long. Each segment will be saved to your Vacation folder in a subfolder identifying when the episode is to air and the name of the original episode, and with a name identifying the segment. (on the Mule Mountain Mashup, my segments are: MMM1, MMM2, etc.

If you are editing an older show, you will have to try to find points in it where logical breaks can be made. If you can't you may need to create the breaks using the Fade In and Fade Out tools in Audacity.

If you're creating a show from scratch, plan your music and announcements to take up about 28 minutes per segment.

Once the first break is found, place your cursor on the break and then highlight everything to the left of it (Select>Region>Track Start To Cursor). Then export the selected region (File>Export>Export Selected Audio) to your episode folder with a name identifying the segment (Luminous Chord would use LC1). NOTE: Be sure that the file is directed to your Vacation/Episode folder. Audacity always tries to save files to the last place a file was saved unless you redirect it.

Then delete the selected region (Edit>Delete)

Repeat with the remaining show. A 2-hour show should have 4 segments, a 1 hour show, 2 segments, etc.

5.) When you're all done, you will have a folder in your Vacation folder with a title showing when the episode is to air (2024-04-01, 2024-04-08, etc. and the original air date and name of the original show) within this folder you should have 4 files (MMM1, MMM2, MMM3, MMM4 for instance). Use these same names for the files on every show that you edit. They're kept separate by putting them inside folders identifying the show.

6.) Notify Steve Yoder, or whoever else may help with these duties, that you are going to be gone, when you'll be gone and which episode folder you would like him to use in your absence.

These segments will then be inserted into MEG by one of the MEG techs to play when scheduled. MEG will take care of inserting the proper number of PSAs and Underwriter announcements at the right time. MEG will also insert Station IDs. No worries if you also have Station IDs in your files. Better too many than not enough.

Notes:

Show:	rebroadcast file	vacation files
Comfort & Joy	comfortandjoy	CandJ
Lizard Lounge	lizardlounge	LL
Doc Talk	doctalk	DT
Eclecti-Celt	eclecticelt	EC
Bargain Bin Ballyhoo	bargainbinballyhoo	BBB
Old School Radio	oldschoolradio	OSR
Jazz Hotel	jazzhotel	JH
Black Light Club	blacklightclub	BLC
Luminous Chord	luminouschord	LC
KBRP Weekly Magazine	kbrpweeklymagazine	KWM
At The Edge	attheedge	ATE
Mule Mountain Mashup	mulemountainmashup	MMM
La Guerita Loca	lagueritaloca	LGC

**Filing system using Mule Mountain Mashup as an example:**

**Rebroadcast:**

Alias Files>mulemountainmashup>mulemountainmashup.mp3

**Vacation shows:**

Archives>DJStevieRay>Mule Mountain Mashup>Vacation shows>2024-04-06MMM239>MMM1,MMM2,MMM3,MMM4

**or, if I used an old show:**

Archives>DJStevieRay>Mule Mountain Mashup>Vacation shows>2024-04-13-2019-06-30MMM168>MMM1,MMM2,MMM3,MMM4

## Spinitron Playlists:

Since Spinitron is our official record of what has been played on KBRP, the Spinitron playlists must be filled out for vacation shows just like they are with live shows. In the event of a new vacation show made from scratch, just fill out the playlist like you ordinarily would. Since you won't know what Underwriters are going to play, go ahead and list the underwriter at the appropriate spot in the playlist and then choose "tbd" (to be determined) as the name of the underwriter. Use the date that the show is going to air as the "Start" date.

If you are reusing an old show, go to "Playlist>Browse" in Spinitron. Enter the appropriate date information to bring up the playlist from the original broadcast. When you see the correct playlist, click the "recycle arrows" symbol on the far right side of the page. This will bring up a page for a "Rebroadcast Playlist" in which you can enter the date that the original show is going to air again.



## KBRP MEMBERSHIPENROLLMENT FORM

To become a member electronically, you can fill out your info and pay [here](#)

**Membership:**

\$60 Individual/Household  \$96.10 Frequency Member  \$120 Charter Member;  
 \$240 Benefactor  \$365 Dollar-A-Day  Other: \$ \_\_\_\_\_

**Name:** (Please write legibly):  
\_\_\_\_\_  
\_\_\_\_\_

**Name 2 (household):**  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address: \_\_\_\_\_ : City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**May we thank you by name on-air?**

Yes  No I would rather remain anonymous

**Payment:**

Cash  Check

Mail checks to: KBRP / PO Box 1501 / Bisbee, AZ 85603

# KBRP LP 96.1 FM / kbrpradio.com

Fall 2025

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat				
06:00 AM	The Luminous Chord*	Music Mix					Native Drum	06:00 AM			
06:30 AM		Democracy Now						06:30 AM			
07:00 AM								07:00 AM			
07:30 AM								07:30 AM			
08:00 AM	Gospel & World	Classic Reggae	KBRP Weekly Magazine*	Music Mix	Babylon Radio*	The Unscaled Travel Show	Early Blues	08:00 AM			
08:30 AM		Doc Talk						08:30 AM			
09:00 AM	The Comfort & Joy Show	Jazz						09:00 AM			
09:30 AM		Grab & Go w/ Uber Sue	La Guerita Loca*	What's New?!	Vicente Mil Watts*	KBRP Weekly Magazine		09:30 AM			
10:00 AM		La Guerita Loca*						10:00 AM			
10:30 AM		Classic Rock			Country/Folk	This Week In Bisbee Doc Talk*		10:30 AM			
11:00 AM								11:00 AM			
11:30 AM								11:30 AM			
12:00 PM		Unscaled Travel Show	Global Village	Country/Folk	Sound Opinions	From The Vault	DJ Open Mic 2	12:00 PM			
12:30 PM								12:30 PM			
01:00 PM		Music Mix Peoples History	Sound Adventures - Helen	This Week In Bisbee* Music Mix	The Jazz Hotel	No Way Inn Noah		01:00 PM			
01:30 PM								01:30 PM			
02:00 PM						Eclecti-Celt*	02:00 PM				
02:30 PM							02:30 PM				
03:00 PM		Music Mix	Calypso	Mule Mountain Mash-up*	Latin Mix	Peoples History* Music Mix	Live from KBRP Studio B (a)	03:00 PM			
03:30 PM		Jazz Mix						03:30 PM			
04:00 PM		Alternative Radio	Vicente Mil Watts*		Reggae Mix	Rhythm & Soul		04:00 PM			
04:30 PM								04:30 PM			
05:00 PM								05:00 PM			
05:30 PM	DJ Open Mic or KBRP Archives	Down the Rabbit Hole	Making Contact	On The Media	This Way Out	Making Contact	La Guerita Loca	05:30 PM			
06:00 PM					Music Mix	Wings		06:00 PM			
06:30 PM		Democracy Now						06:30 PM			
07:00 PM								07:00 PM			
07:30 PM	No Way Inn Noah*	Counterspin	The Comfort & Joy Show*	Babylon Radio	Sound Adventures* Helen	Classic Rock	Global Village	07:30 PM			
08:00 PM		Music Mix						08:00 PM			
08:30 PM		Eclecti-Celt				At The Edge		08:30 PM			
09:00 PM		Music Mix		Fiesta	Calypso			09:00 PM			
09:30 PM		Old Tyme Radio						09:30 PM			
10:00 PM								10:00 PM			
10:30 PM	Swing & Big Band	The Jazz Hotel*	Blow Up Your TV - Sally & Oscar*	The Luminous Chord	Kill Yr Idols	Music Mix	Music Mix	10:30 PM			
11:00 PM								11:00 PM			
11:30 PM								11:30 PM			
12:00 AM								12:00 AM			
	Music Mix	Music Mix	Music Mix	At The Edge	Music Mix	See notes below					

live shows	syndicated shows	Automated (MEG) shows	*rebroadcast or prerecorded
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**Growing Native w/Petey Mesquity:** 6:30 AM Monday, 6:44 AM Thursday, and 11:50 AM Saturday

**The Hightower Report w/Jim Hightower:** 2:00 PM Monday and 8:30 AM Friday

**Old Tyme Radio Rebroadcast:** Midnight on Friday

**(a): 1st Saturday of the month. Alternates with Rhythm & Soul Mix**

Studios at 400 Arizona Street Bisbee, AZ 85603 (520) 432-1400 bisbeekbrp@gmail.com



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