



*thewolfuwg.com*

# **Policies and Procedures Handbook**

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# Introduction

The handbook outlines the various policies and procedures in various aspects of The WOLF Internet Radio's operations. Should any of the statements below contradict a department, college or university policy, then the later will be used in substitution. These instructions should be the leading guide for all actions while at The WOLF. Should any of the policies or procedures become confusing for the reader, then each person/persons should contact the Operations Manager directly for clarification. It is understood by the Operations Manager that these policy and procedures have been read and understood by all students prior to acceptance in any established role at The WOLF Internet Radio. Every person who works with The WOLF must sign an acknowledgement they have read and understood all policies and procedures it will be kept on file.

## Statutes

The WOLF participant will be held accountable for any and all conduct and/or actions that are deemed improper for The WOLF or University. Unless stated otherwise, these Articles will be used if procedures are not followed properly. Furthermore, all University polices, station by-laws, and the following

### Article 1

All students will abide by the Station By-Laws. These are the founding principles that allow the station to be successful. The by-laws serve as the foundation of strategic planning.

### Article 2

A verbal warning can be issued to an individual student and/or a group of students for failing to follow procedures below.

Is issued to all persons that committed the act by the Operations Manager for all minor offenses. (i.e. Eating/Drinking, Inappropriate operation/handling of all WOLF equipment in studios or in the field, and other acts deemed the Operations Manager and/or Student Leadership Staff inadmissible at The WOLF) A possible in-depth meeting into the reasons for that action/s may be deemed necessary by the Operations Manager.

### Article 3

Suspension from all duties, and participation may be given by the, Operations Manager and/or Student Leadership Staff if a person's actions repeat or exceed the minor offenses stated above.

1. Missing or being late for three schedule air shifts
2. Missing an air shift without permission from the Operations Manger
3. Broadcast of obscene or indecent material
4. Forging signatures of any kind on logs or other station documents

5. Threatening a Student Leader or other WOLF participant
6. Inappropriate sexual activity or harassment,
7. Possible Liabile of Faculty, Staff, or Students,
8. Physical confrontations of any kind with other WOLF participants
9. Hijacking or total control of station despite Operations Manager or Student Leader intervention
10. Other acts deemed by Operations Manager and Student Leaders inadmissible at The WOLF

### **Article 3.1**

The Operations Manager will meet with the suspected participant to determine the time of the suspension or dismissal. The Faculty Advisor and/or Student Leaders reserve the right to contact higher authorities if the matter is believed to be clearly inappropriate or unlawful.

### **Article 4**

Dismissal will be the termination of all duties, and responsibilities at The WOLF through violating the minor offenses for a third time, breaking the suspension offenses for the second time or any of the following:

1. Reporting to work under the influence or in the possession of any illegal substance such as drugs or alcohol. This includes consuming the substance while on duty.
2. Smoking in the studio
3. Stealing station property, or removal of station property from The WOLF without the permission of the Station Manager or Faculty Advisor.
4. Any kind of vandalism of station property
5. Knowingly broadcasting obscene or indecent material
6. Failure to maintain proper grade point average in order to remain at The WOLF
7. Any action considered to not represent or be in the best interest of The WOLF or violation of any University rule or regulation.

## **Station Procedures:**

### **Student Leadership Staff:**

The Student Leadership Staff consists of directors, managers and assistants that lead various radio station departments. These students are enrolled or have completed the WOLF-In Training (WIT) Program and/or have completed COMM 3351- Radio Program Production, COMM 3352 Fundamentals of Television Production, COMM 3353- Fundamentals of Film and Video Production. COMM 4421R-Practicum, COMM 4421T- Practicum WUTV, COMM 4450- Broadcast News Writing and Reporting. Student Leadership Staff positions include, but are not limited to: Program Director, Assistant Program Director, Production Manager, Assistant Production Manager, Promotions Production Assistant, Promotions Coordinator, Promotions Director, Assistant Promotion Directors, Press Secretary, Social Media Director, Assistant Media Specialist, Community Outreach Director, Assistant Community Outreach Director, Music

Director, Assistant Music Director, News Director, Assistant News Director, Sports Director, Assistant Sports Director, WIT Coordinator, Remote Coordinator and Lead Videographer. Descriptions of each position can be found in The WOLF Internet Radio Station Guide. Student Leadership Staff positions will be determined by the Operations Manager. When growth and expansion occurs, the Operation Manager can change designations, or add new positions.

## **Access**

In order to work in the various studios within The WOLF, you must have completed the WIT Program or various Mass Communications classes designated above, and have been given permission from the Operations Manager or the Program Director. You will then provide your full name and 917 number as written on your UWG ID card for swipe card security access.

## **Emergencies**

If an emergency occurs on campus, dial 678-839-6000. Any off-campus emergency should dial 911 for assistance. Once the situation is handled by the appropriate authorities, then anyone involved should report all information to the Operations Manager immediately, regardless of time.

## **Power Outage**

If the power goes out, follow these steps: (Note: the battery back-up will immediately switch on and supply power to the stream computers and boards.)

1. Alert the Operations Manager and Program Director.
2. If a show is on-air, then the host should place music into Wide Orbit until the power returns.
  - a. If the show ends prior to the power returning, jump WideOrbit into the current hour rotation (make sure it is in Auto before leaving the computer).
  - b. Alert the Operations Manager and Program Director, and the last person to leave should secure the studios before exiting.
3. If the battery back-up runs out and the power is off, then once again notify the Operations Manager.
4. Once power returns, make sure all computers reboot or reboot them manually.
5. Once the reboots are complete, make sure the station is streaming on-air and continue based on the remaining segments of the hot-clock.

## **Equipment Failure**

Although our equipment is state-of-the-art, there can be problems. If a problem occurs do your best to mitigate the problem through your training. It is okay to have a short delay of dead air if you can fix a minor issue. If the situation is more problematic, the Program Director and/or Operations Manager need to be alerted immediately. Once a solution has been determined, finish your shift, mark the issues in the Operations Log and lock up as you leave.

## **Logs:**

All logs are meant to keep track of students and programming in the studios. Logs are kept to help The WOLF 's organization. In addition, logs are important in giving an accurate account of work and progress to the Mass Communications Department Chair each semester.

### **Operations Log**

Regular and accurate records of who is on-air and working in the Control Studio ensure all equipment is used properly. At the beginning of your on-air shift or show you must sign the Operation Log. You must use ink and you must use your legal name. Do not place your on-air name. You will also be required to write the legal names of any person in the studio with you, and the time you signed off. You should also record any technical problems or abnormalities. Remember to always leave the studio in the same way you found it upon your arrival.

### **Guest Log**

All on-air parties are required to fill out the online Google form Guest Log. Each person that is not regular talent is required to be logged in the sheet. This is extremely important to record vital information on programming. In addition, this creates a safety net in case of emergency. Failure to record all Guests will result in a verbal warning. A second violation will result in disqualification from the Best Outreach Award for that semester.

## **On-Air:**

1. Any and all students that desire to be On-Air Talent at The WOLF are required to be enrolled or have completed the WIT Program to be on-air. Unless the Operations Manager has confirmed a student has completed COMM 3351- Radio Program Production, COMM 4421R-Practicum The WOLF Internet Radio, COMM 4421T-Practicum UTV13, COMM 4450- Broadcast News Writing and Reporting.
2. Student Leadership Staff are permitted, but not required, to host or produce a show or DJ Hour. However, Student Leadership Staff will abide by all policies and procedures set for shows, and cannot use the position to advance the show in anyway without giving the same opportunity to all other shows. For example, the Program Director is not allowed to load things into WideOrbit or Music Master past the 72-hour submittal period (see 5 of Show and Studio Policy).
3. DJ hours are scheduled by the Program Director, who reserves the right to change DJ hours for a DJ based on day part, genre of music, target audience, and station programming. DJ's may request alternative schedules through written communication (e-mail) to the Operations Manager and the Program Director. Requests, through written

communication, will not guarantee any changes.

4. Abide by all Federal Communication Commission and DMCA regulations.
5. If you feel you cannot make an on-air shift due to school commitments (e.g. projects, studying, etc.) then one day's notice should be given in written communication. If you become ill, please provide at minimum two hours' notice of absence from a shift both verbally and through written communication. You are allowed to ask other trained DJ's to fill the shift if their schedule allows, and that DJ substitutes must be approved by the Program Director.
6. Avoid alerting listeners about technical difficulties or mistakes.
7. Never give personal information out to listeners (e.g. phone numbers, addresses, etc.)
8. You must request approval from the Promotions Coordinator and the Program Director for an on-air guest. This allows Student Leadership Staff the chance to plan out promotion plan, and check on any guest restrictions. For example, UWG Athletes must be confirmed with Assistant Sports Information Director Matt Cooke.
9. Only On-Air-Talent are allowed in the Control Studio during live shifts. If On-Air Talent grants permission, others may access the studio. The Operations Manager or the Program Director may access the studios during live shifts for immediate assistance, equipment/software correction, and/or observance of operations. Unauthorized person/s can be asked to exit on-air studio during live shifts.
10. DO NOT EAT OR DRINK IN THE STUDIOS
11. On-air DJ's, Show Hosts, and Producers are not required to play a request off the request line or put a caller on-air. Do not let listeners distract you from making good on-air delivery of content.
12. The office line must never be given on-air. If a request is made on the office line, then transfer it to the request line.
13. Failure to keep WideOrbit Automation system in automatic mode, that results in more than 30 seconds of dead air, will result in suspension from one-week worth of DJ sessions or on-air program.

## **Show and Studio Policy:**

1. Show Proposals should be submitted to the Promotions Coordinator to begin creation. Shows must complete all production, promotion and programing elements before

premier. The Program Director, Social Media Director, Promotions Coordinator, and Production Manager must finalize all elements and collaborate on Premier date and time. The Operations Manager will give the final signature on the Show Proposal Packet.

- a. First Proposal Submission:
    - i. Once a show begins the first proposal the Executive Producer will need to meet with at least three of the four directors. At this meeting rough drafts of the following should be presented: hot clock, list of topics for every episode planned that semester, script ideas for promos/liners/intro/About Me Video.
    - ii. Once completed the Executive Producer will schedule individual meetings with each director in the order written in the Show Proposal. Signatures will be given if the director approves of the work needed for the show.
    - iii. The final meeting will be with the Operations Manager for final approval and premier date.
    - iv. Throughout this process the Directors and Managers will update each other on what was discussed at each meeting.
  - b. Proposal Resubmission “Fast Lane”- These steps are for a show that completed the first submission on the previous semester. It requires the show to remain on the same date, same time.
    - i. A show will need to have completed all of the items on the checklist prior to the first meeting with the Promotions Coordinator
    - ii. The Executive Producer will then meet with the Social Media Director, Program Director and finally the Operations Manager for premier date.
    - iii. If a returning show wishes to change date and time, produced elements will need to be updated before the show is given a premier date.
2. All Show elements must be edited by show members; this includes, but is not limited to Promos, Stingers, Stagers, Liners, Legal IDs, or any other show production related work given by the Operations Manager or Student Leadership Staff. Failure to complete show production work can result in the temporary cancellation of a show until all requested work has been completed.
  3. Shows will designate the Executive Producer as the main liaison to the Student Leadership Staff. It will be their duty to report to any and all required meetings. Additionally, Executive Producer’s will communicate all station needs to the show and all show needs to the Student Leadership Staff.
  4. Show creator/s should designate titled roles to all members that are involved with the show’s operations, promotions, productions or on-air segments.
    - a. Executive Producer- This member should be in charge of the show overall. This person schedules guests, creates topical segments, oversees production work, plans promotions. This member usually acts as the liaison between the Promotions Coordinator and can be the Show Host.
    - b. Show Host- This student must have completed all requirements of on-air work. This role is to lead all show segments and maintain proper on-air timing for the

- entire show.
- c. On-Air Talent/s- This member's purpose is to add additional knowledge, and conversation to the show. These members can be given specialized titles for various topical segments.
  - d. Board Operator- This member's sole purpose is operating the board, hot keys and WideOrbit automation system for the program. A Board Operator cannot be a vocal member on-air, unless special consideration of a student's course level or training by the Operations Manager and/or Program Director. This is to ensure shows do not have on-air difficulties or dead air because the Board Operator is distracted by the topical discussion.
  - e. Expert Guest- A regular on-air member of the show. This member has not completed the WIT Program or Mass Communications courses, but can provide specialized knowledge to a shows mission and purpose. For example, a Political Science major would be on the politics show "The Power Hour" or a Sports Management/Athlete would be on "Sports Pack". All Expert Guests must be approved by the Operations Manager to verify authenticity of that student's expertise.
  - f. Guest/s- This person is a one-time visitor to a show or is not a regular attendee. For example, a football player talking about a previous game, or musical talent providing entertainment for a program. Guests should be recorded in the Guest Log by the Control Studio door. All guests entering the studio area must be recorded. Guests should not utilize studio equipment other than Headphones and microphones unless properly trained through the W.I.T. Program.
5. Shows should maintain clear on-air communication. Thus, shows should limit all vocal talent to four within the Control Studio and a maximum of three guests in the Guest Studio. Mics should be limited to one person. If there are more than three guests, such as a panel, then show members should relinquish seats to those guests. Six guests would be the maximum capacity for a show, and more than six should be discussed with the Operations Manager.
  6. Expert Guests should be regulated to a maximum of two per semester. Expert Guests are regular members that should utilize the Control Studio mics. Thus, any more than two will severely limit other regular On-Air Talent.
  7. All communication regarding, shows, promotions, studios, or overall station activity must be in the form of an email (preferred) or through GroupMe including all involved staff and show members including the Operations Manager. Text and phone calls may only be used when a submission deadline is approaching. Additionally, texts or phone calls should be used for station emergencies such as personal injury or technical issues. After text or phone call communication a formal email MUST be sent for any further action and/or historical record.
  8. Show content will be placed in the Show's "Show Folder" under the P: Program Drive. All folders should be properly labeled and all folders should be kept clean and

manageable. The Executive Producer will notify the Program Director each week when new content has been added to the show folder. Content will only be programmed into WideOrbit at minimum 3 days before the show airs. Special content can be added to WideOrbit at minimum 3 hours prior to air time. Special Content is defined as-

- a. Interviews recorded past 72-hour time frame and that could not have been scheduled before 72-hour time frame.
  - b. Recorded announcements for events that have been scheduled after the 72-hour time frame, but end before the next Show Date.
  - c. Special News breaks that are needed for that show or needed for breaking news.
9. All Show changes (e.g. Hot Clock modifications, music changes, special guest needs etc.) need to be submitted a minimum of 72 hours in advance, excluding weekends. For example, all shows on Monday, Tuesday and Wednesday have until Friday at 5 p.m. Failure to follow deadlines will result in a delay in changes made until the following show.
- a. Show Topic Calendar changes must be submitted no later than 2 weeks (14 days including weekends) prior to the show going on air. Changed submitted later will not be made except under only special circumstances (i.e. Current Events, Special Interviews, Emergency changes, etc.)
10. All issues during broadcast must be communicated via email or GroupMe as outlined above within at least 24 for hours of the incident so proper correction or instruction can be completed. Physical evidence, such as pictures or notes, may be left on the Program Directors desk or office door bins.
11. All studios should be left as they are when you entered. If studio area is found in disarray the last show or DJ regardless of previous use will be held responsible under Section XIV part A verbal warning of misconduct; if action is repeated part B, suspension, will be implemented the following week.
12. Property of The WOLF Internet Radio should remain in its original studio. Moved items should be returned to its original studio. Such items are, but not limited to, chairs, headphones, microphones, or wires. Logs should not be moved.
13. It is requested that members of The WOLF and their guests observe any and all signs posted at the station. These signs will help remind you of vital operation needs. Additionally, the signs will be a reminder of new policies or changes to operations that have been previously emailed to all members.
14. Any Show or DJ that allows obscene or indecent material as defined on page 1 and 2 of The WOLF Station Handbook will result suspension.

# Show Operations:

## Policy

1. Shows should have a show meeting at least once a week delegating tasks to all show members which will include Show Liaison. This meeting should take place outside of the studio so as to not interfere with other shows on air.
2. Every show must have a hot clock. A hot clock is a detailed layout of the show containing all segments with time ranges for a one or two-hour show. Shows will calculate legal ids, station and other Show promos, show intro, stingers, and stagers into the hot clock. Only one hot clock should be submitted to the Program Director and Promotions Coordinator each semester. It is at the Show Creator, Executive Producer or Show Host's, discretion to submit a weekly hot clock for a show, but must be submitted 72 hours in advance. Weekly hot clocks should include a topic or specific topics for each talk break as well as each song for the music breaks.
3. The only Production work within a shows hour is the show intro, stagers and instrumentals. All other promotions or production will be designated by the Program Director and Production Manager.
4. A Show will not alter the productions placed before a show introduction in WideOrbit, and will only play promotional productions of other shows.
5. The length of each show will only change if the listenership increases and a review of that listenership has been conducted by the Operations Manager.
6. Every show will be asked to create three to five 30 second promos to run in various dayshifts as well as "breaks" for The WOLF Sports. These promos must be reviewed by the Production Manager before airing to ensure information, voice overs and sound elements have proper sound quality.
7. Every host will direct the listener to our webpage. The shows tab will allow every show to be linked to their respective blog.
8. Every show will be designated a twitter hashtag. Which should be used in any mention of the show. This will allow better review of listenership. The more your listeners hashtag, the better.
9. No show will operate a unique independent Facebook page. The blogs and Twitters serve

this function.

10. All shows will upload at least one episode or clips of the show each week to The WOLF's SoundCloud account which can then be linked to the shows page on the stations website.
11. All shows may be asked to prepare a "Best of" for holidays especially Spring Break.
12. Shows will be asked to meet with Promotions Coordinator at least twice a month to make sure all promotions and show initiatives are still on track. The Promotions Coordinator reserves the right to request more meetings if the show has diverged from previous plan or alterations to the plan are needed for better promotional outreach.
13. Show hosts and producers may be asked to train a new WIT if the WIT Coordinator requests on-air and show operation training.
14. Finally have fun and make every creation at The WOLF unique.

## **Promotions:**

1. Both the Promotion Director and Promotion Coordinator need to see any content that will be used to promote a show or event prior to printing or use. This is strictly for content management and error control.
2. All shows are required to create promotion plans for the Promotions department. It is the Promotions Coordinator's position to facilitate and help the shows reach the target audience of students at the University of West Georgia.
3. All shows should constantly promote on campus to reach target audience of students on campus. Community promotion is also encouraged. All events should be promoted at minimum two weeks on campus prior to the event.
4. The Promotions Coordinator will assist shows with how to promote on campus and in the community and to operate under specified guidelines associated to the promotions.

## **Social Media Policies and Procedures:**

### **Station Social Media:**

1. The sole authorship of any and all social media related to the station, whether show or

event related, is under strict control and ownership of The WOLF Internet Radio. Thus all user names and passwords for station specific social media will be provided by the Operations Manager and the Social Media Director. The consequence for violations is immediate suspension until such items have been delivered.

2. No show may change the password of its social media without expressed written consent of the Operations Manager and the Social Media Director.
3. All pre-planned content for The WOLF's station's social media outlets will be managed, created, and scheduled by the Social Media Director and the Social Media Team unless informed otherwise by the Operations Manager. Live social media usage will require consultation with the Social Media Director or Operations Manager
4. The WOLF Internet Radio utilizes the following social media outlets for posting content when submitted to the Social Media Director within a timely manner:
  - a. Facebook
  - b. Twitter
  - c. Instagram
  - d. YouTube
5. A minimum of two weeks must be given to the Social Media Director and Social Media Team to promote any event/remote that The WOLF is a part of or hosting.
6. All staff, show hosts, volunteers, WITs etc., are welcomed and encouraged to promote any and all events, shows, etc. that is posted on any of the social media sites for The WOLF on their personal social media outlets.

### **Social Media for Shows:**

1. On-Air Shows utilize the following outlets for posting content:
  - a. Twitter
  - b. Blog on Website

### **Checklist of Requirements:**

1. The following list **must** be completed and turned in to the Social Media Director to help set a premiere date for the first show of each semester:
  - a. A calendar providing details for each episode of the show.
    - i. First half of the semester show should be submitted prior to the shows premiere.
    - ii. A second calendar must be submitted two weeks prior to the end of the first half calendar. Calendars should include Facebook posts, Twitter posts pictures, articles, etc.
  - b. An "About Me" Video
    - i. Introduces Show and Show Hosts
    - ii. Talk about Show, Mission and Purpose (as stated on show proposal)
    - iii. State date and time of show

- iv. Must mention which station designation- The WOLF Internet Radio or The WOLF for short, and/or The WOLF Sports
  - v. Other information that adds value for the listener (needs or wants to know)
  - c. One Twitter Page with issued twitter handle that relates to the show (i.e. Chick Chat, Twitter Handle: @uwgchickchat)
  - d. Each Twitter must include:
    - i. Profile Picture set with appropriate show logo pre-approved by Promotions Coordinator
    - ii. Bio about the show that must include an @thewolfuwg tag
  - e. Final Meeting before your show premieres- Discuss what you want to accomplish this semester in terms of Social Media. (Note: On-Air Shows must also complete any other Department checklists before being able to go on air.)
2. Shows that utilize “Current Events” (i.e. sports shows, political shows, current entertainment shows, etc.) must submit all materials (articles, pictures,) to the Social Media Director at minimum 72 hours (3 days) prior to the day of the show airing.
- Show airs on Monday: Materials needed by Friday @ 11:59pm
  - Show airs on Tuesday: Materials needed by Saturday @ 11:59pm
  - Show airs on Wednesday: Materials needed by Sunday @ 11:59pm
  - Show airs on Thursday: Materials needed by Monday @11:59pm
  - Show airs on Friday: Materials needed by Tuesday @ 11:59pm

**Twitter:**

1. A Show will be issued a Twitter handle and password to create one (1) Twitter page.
2. No other social media site will be utilized other than the blog that will be issued and linked to our website.
3. Each show is in charge of the content that is created for its page. However, The WOLF has full rights to monitor and delete any posts that they determine as crude, negative, demeaning, offensive, or in any other way displeasing to the station and station image as a whole.
4. Shows must use designated hashtags given for a promotion or use trending tags when using the show page. It is suggested to retweet show page tweets on personal twitter page.

**Facebook**

1. All on-air programs and DJs are not allowed to have an individual Facebook page for a show or DJ session.
  - a. The Social Media Team will use the information provided in the Semester Show Topics Calendar submitted by each show to create and schedule content for promoting the shows on Facebook.

2. Any other content that On-Air Shows want posted on Facebook in relation to that week's show must be submitted to the Social Media Team no later than 72 hours to the show airing.
3. Content shows wish posted must include more than just the show logo. Content should be well thought out and engaging and should relate to the show theme or weekly topics.

### **Instagram**

1. Shows are not allowed to have an individual Instagram page for their show.
2. Promotions pictures stated on the Semester Show Topics Calendar must be sent in at least 72 hours prior to the airing of the show.
3. Content shows wish posted must include more than just the show logo. Content should be well thought out and engaging and should relate to the show theme or weekly topics.

### **Submission of Materials**

All Show Topic Calendars, weekly articles, pictures, and any other content are to be sent to the Social Media Director at [thewolfpromotions@gmail.com](mailto:thewolfpromotions@gmail.com) Subject- [Show Name] [air date] Calendar materials.

### **Emergencies**

1. Immediate **emergency** show cancelations, i.e. two or more sick talent/family issues, must be communicated to the Social Media Director at least 24 hours to the show's airing time. Shows are expected to air with at least two members. If the show is cancelled with two or more members or no communication the Show will lose two shows.
2. If a Show needs or desires to change the upcoming air date's topic, then changes must be submitted to the Social Media Director in written communication at least two weeks prior to that show's air time.

### **Events:**

1. Show Creators or Executive Producers need to write a proposal for any and all events to be conducted. These proposals should include time, date, location, setup location, detailed description of event, hot-clock (if a LIVE show), talent or crew of students working event, production needs and equipment needs. This proposal must be submitted to the Operations Manager, Program Director, Promotions Director, Promotions Coordinator, Production Manager, and Social Media Director. A finalized proposal must be submitted to all directors on the planned event at least two (2) weeks prior to event.
2. For each individual event, all promotions plan submitted in the event proposal and discussed with Program Director, Promotions Director, Promotions Coordinator, Production Manager, and Social Media Director at minimum one week prior to the event. It is requested that as much time as possible be given to promote to generate a crowd at

the event.

3. If a Show Host or DJ is asked by another student organization or department to emcee or provide entertainment representing The WOLF, then the Operations Manager, Program Director, Promotions Director, Promotions Coordinator, Production Manager, and Social Media Director should be notified at least 2 weeks in advance. Failure to plan ahead does not constitute an emergency for The WOLF.
4. The Remote Equipment Check-Out sheet should be signed for when equipment is collected and returned. If the Check Out sheet is not signed and the equipment is not returned, then the student/s conducting that remote are to clean and organize the remote closet. Student/s will have one week to complete this task or risk one-week suspension from all station activities. Further misconduct will be handled under Article 3.1.
5. Every student must be trained in how to setup and break down a remote before remote equipment access is granted. This training must be setup at least two weeks in advance and conducted at least one week prior to event.
6. Wear The WOLF logo, a UWG Logo, royal blue, or red attire at every event, and dress with the idea of being active (pants or shorts are fine). Closed toe shoes are a MUST. Be comfortable and professional when representing The WOLF.
7. Members working at an event must be actively engaging people as they come or pass nearby. You should not have your back turned to the audience because no one wants to walk up if you aren't paying them attention. This is how we get new listeners and engage the audience. Be active, be cordial, be fun.
8. No smoking at events UNLESS it is done out of sight from listeners; no one wants other people's smoke blown in their face (think first impression).
9. NO ALCOHOL AT EVENTS WHEN ACTIVELY ENGAGING LISTENERS OR HANDLING EQUIPMENT. This rule is serious. Pre-gaming before an event WILL count. If you are drinking or intoxicated, you will be asked to leave and will later receive consequences depending on the severity of the offense for your actions. For example, suspension from the station if equipment is damaged due to intoxication or listeners were harmed.
10. No phone calls while working – you can't interact with listeners if you are busy talking on the phone (emergencies are exceptions). Same rule applies to friends coming out to events. REMEMBER you are here to work! Your friends are more than welcome to come out to any event, but you should not ignore your job and the other listeners.
11. Most importantly... HAVE FUN! This is a great learning experience. It's RADIO!

## Sports

1. Students in the sports department must have completed the WIT Sports Program or with special training if a student has taken certain Mass Comm classes as outlined above. But special training is required as some things are not taught in normal classes.
2. Scheduled Play-by-Play Talent or Show Talent must arrive to the studio or press box at least one hour prior to air time, i.e. if a game is at 7 p.m., arrival time at the location is 6 p.m. Picking up remote equipment should be factored into travel times and should not impact arriving at a location on time.
3. Must arrive prepped with all team information and knowledge prior to setup time.
4. Must wear WOLF Sports or West Georgia attire at all play-by-play events. In addition, khaki pants or shorts must be worn. More professional attire may be requested.
5. If you cannot make a scheduled broadcast, at least 24 hours of notice should be given to the Sports Director.
6. One-week suspension from all on-air duties, in studio or at a live broadcast, will result upon being 15 minutes late for two or more broadcasts.
7. All talent must be professional at all times. Talent should not use obscene or indecent language or gestures to anyone at any time. Additionally, Talent should be respectful and courteous to all teams and Athletic administration, both home and away. If others provoke or create issues to broadcasts, then UWG Athletic administration should be alerted immediately. Communication of the event should be given to the Operations Manager and the Sports Director as soon as possible via text or phone call. Lastly, written communication should be given of the incident or situation as soon as possible.
8. Must log both on-air and production studio time in order to be eligible for broadcasts.
9. Notice to the Operations Manager and the Sports Director must be given 24 hours in advance for athlete interviews on shows. Failure will result in one suspension from next on-air broadcast. Further violation can result in probation or termination.
10. The WOLF Sports social media should be utilized for all Live events and studio broadcasts for official reporting to listeners prior to updating any personal social media when working as Talent.
11. All audio must be saved in the correct folder after a live event or show.

## Production Department Policies

1. Everyone must sign-up for a one-hour timeslot for any Production Room computer. Failure to show or showing more than 15 minutes late for timeslot will release timeslot to other students.
2. Students must adhere to production deadlines for show audio work.
3. Students should seek help with any and all production questions from the Production Manager, or Production Assistants. If these positions are unavailable, consult Student Leadership Staff or Operations Manager.
4. Save all production work in properly labeled folders. When deadlines are given for production work, only the designated folder will be checked for said work. If work is not in the proper designated folder, then the Program Director and Production Manager will assume it is incomplete.
5. Production work that is not saved properly is subject to being deleted by the Production Manager or Operations Manager. Be sure you are saving work into the proper folders or your own folder as a backup.
6. The Production Manager computer should only be used by the Production Manager, Production Managers Assistants, the Program Director, Program Director Assistants, News Director, Sports Director Music Director, and the Operations Manager. Any others on the main Production Manager computer will have production room access revoked for one week.
7. All production work should be reviewed by the Production Manager, Assistant Production Manager or Production team for quality control. The Production Manager will not approve production that does not have proper information, voice over or sound element levels.
8. You must follow the language:
  - a. **Stagers** (No more than 10 seconds). These are used to set the Stage, normally at remote events. They are normally extreme pieces of audio that identify what the station is doing and where the station is.
  - b. **Promos** (No more than 30 seconds). A high energy/completely branded and fully produced segment. They are almost like a commercial but instead of selling a product, they sell the station, a future event, a remote, a show, etc. Promos are the main important device used in radio imaging. Your station promos, literally, DEFINE the vibe of the station and are the most important and tightly constructed piece of the radio station, outside of the music.
  - c. **Liners** (No more than 10 seconds). A "between the songs" attitude. They can be wild blasts that tell the audience what they are listening to or what the station is doing. They

- are the MAJORITY of a station's imaging library.
- d. **Openers** (No more than 60 seconds). A prerecorded introduction to a show or event that has voice overs, music beds, and sound effects.
  - e. **Legal ID** (No more than 10 seconds). This is similar to a stinger, but it is played at the top of each hour. This could be a normal stinger already in rotation as long as it states identification (who - WOLF, what – The WOLF Internet Radio, where – The University of West Georgia, Carrollton).
9. Production Manager will make sure all LIVE events have stagers whether they are DJ or Remote events.
  10. The Production Manager will make sure all events have an on-air promo for The WOLF and The WOLF Sports at least two weeks in advance. All promos will have start and ending dates set for The WOLF.

## Conclusion

The Policies and Procedures handbook is a living document, which requires periodic updates. Violations will receive, a verbal warning upon first violation, a suspension upon a second violation, unless noted previously on the policy or procedure. Members of The WOLF will meet with the Operations Manager and a faculty member of the Mass Communications department to discuss repeated violations of multiple policies and procedures.

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