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# Rookwood Sound Training Programme

- Week by Week Plan

## What can you expect?

### Week One - Introduction to Hospital Radio

- What is hospital radio -brain storming session
- Fundraising
- Ward visiting
- Structure of Rookwood Sound Hospital Broadcasting
- Regulatory requirements - OFCOM
- Major story plan
- Studio etiquette
- Rookwood Sound policies/procedures & who's who
- Tour of studios
- Radio terminology (DJ speak)

### Week Two - Studio Familiarisation

- Layout of studio - what does what
- CDs
- Mini disc
- Mixing desks
- Microphones and correct use
- Headphones
- Computer playout system (brief overview)

### Week Three - Computer Playout System

- Explanation of Audio Wall including logging on/off, instant carts, find, jump, clock,
- QNXT - logging on/off, live assist
- Transferring from studio to studio

## Week Four - Programming & Content

- Links between music
- When to speak and when not to
- Branding of the station
- Music policy
- Rookwood jingles and usage
- News
- Use of programme clock to format a programme

## Week Five - Ward Visit

- Explanation of ward visits
- Carry out ward visit
- Present request show

## Week Six - Computer Playout System

- Cool edit - make a promotion/trailer
- Seg edit - insert links, change records
- Recording
- Problem solving

## Weeks Seven, Eight & Nine - Demo Broadcasting

- Prepare and record a 15-30 minute show (dependant on numbers)
- Feedback on recording

## Week Ten - Ward Visit

- Recap ward visits
- Carry out ward visit
- Present request show

## Week Eleven - Outside Broadcast Kit

- Telephone unit & relaying via studio
- Mini disc
- What makes an outside broadcast
- Sport on Rookwood Sound

## Week Twelve - Course Wash Up

- Answer & questions session
- Recap on policies and procedures
- Demo broadcasting
- What is the next step
- Collect identification badges

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