

OUTSIDE BROADCAST PROPOSAL: NOOSA COMMUNITY RADIO

Notes for those proposing an outside broadcast.

Noosa Community Radio encourages outside broadcasts, for several reasons:

1. They raise our profile in the community - make us more visible.
2. They give the community more access to community broadcasting - one of our objectives.
3. They give us a chance to raise funds to keep the station running.

BUT

1. We have limited technical resources to run OBs.
2. Because OBs often happen on the same day of the week, some presenters will be affected more than most - we have to be fair to them.
3. We've had instances where OB equipment was damaged because of confusion over connections.

SO

We've decided to make OB planning more formal, to take the best advantage we can of each opportunity, to make sure that we arrange an OB as well as possible, and to protect our expensive equipment.

That's why we ask you to get these forms completed, and to go through the various committees that need to be involved in or aware of any OB that happens.

What you need to do.

1. Complete the OUTSIDE BROADCAST PROPOSAL form (both sides).
2. Pass a copy of the form to EVENTS committee and to PROGRAMME committee.
3. Get the forms back from those committees with approvals. If they don't approve, either cancel the OB or (if you can make changes to satisfy the concerns of those committees) resubmit a changed form.
4. Complete the TECHNICAL REQUIREMENTS SHEET and pass it to the TECHNICAL committee.
5. Get the Technical Requirements Sheet back with an approval. If Technical doesn't approve, cancel the OB.
6. Pass a copy of this form, with approvals signed off, to the Management Committee for approval.
7. Given that approval, do the OB - and have fun! Use the "Have I got it?" checklist (following) to ensure that you have everything organised, and you take all the necessary bits and pieces with you to the OB.
8. After the OB, complete the OUTSIDE BROADCAST SUMMARY form and pass it to Management, so we can all learn from what happened at YOUR event and make future OBs even better.

Management Committee.

OUTSIDE BROADCAST PROPOSAL: NOOSA COMMUNITY RADIO

Event:

Location:

Date: Start time: Finish time:

Presenters who will be at the OB site:

Presenter(s) who will provide studio cover during the OB, understand how to use the OB line, and will take calls.

Musical themes appropriate for the proposed OB

Presenters affected by the proposed OB

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

There is space for further presenter information on the back of this form.

OB proposers: please complete this form and give copies to Events and Programme Committees.

They will advise whether they agree with the OB. If they agree, please complete the Technical Requirements Sheet and give it, together with a copy of this form, to the Technical Committee.

If the Technical Committee approves the OB, please then pass a copy of this form, with all the sign-offs, to the Management Committee for final approval.

Name of proposer:

Date:

Presenters affected by the proposed OB (continued)

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

Name	Programme name	On site	Start & finish times
<input type="text"/>	<input type="text"/>	<input type="text" value="Y/N"/>	<input type="text"/>
Conditions required:			
<input type="text"/>			
If the presenter does not have adequate musical material, how will this be provided?			
<input type="text"/>			
Presenter's comments.			
<input type="text"/>			

Committee opinions and signoffs.

Events	Approve?	Date:
	<input type="text" value="Y/N"/>	<input type="text"/>
Comments and conditions, if any.		
<input type="text"/>		

Programme	Approve?	Date:
	<input type="text" value="Y/N"/>	<input type="text"/>
Comments and conditions, if any.		
<input type="text"/>		

Technical	Approve?	Date:
	<input type="text" value="Y/N"/>	<input type="text"/>
Comments and conditions, if any.		
<input type="text"/>		

Management	Approve?	Date:
	<input type="text" value="Y/N"/>	<input type="text"/>
Comments and conditions, if any.		
<input type="text"/>		

Event:

Location:

Date: Start time: Finish time:

TECHNICAL REQUIREMENTS SHEET

Phone characteristics: Y/N Phone number

☐ Single handset only on this line (all other equipment can be disconnected)

☐ Not connected through PABX

☐ Call waiting/call forward can be disabled

Radio reception: ☐ FM101.3 can be received at this location

Work space and facilities: ☐ Area of 2 metres x 3 metres needed

☐ Table 2 metres x 1 metre is available for equipment

☐ 3 chairs

☐ Power supply nearby

Technical staffing: ☐ 1 person on site for the duration of the OB

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HAVE I GOT IT ON THE DAY?

Whether you're presenting at the OB or not, you need to arrange for the presenters who are at the OB:

	YES!	
Interviews	<input type="checkbox"/>	Ideally, at least 4, maximum 6, 5 - 7 minute interviews each hour. It's up to you to arrange these for the presenter at the OB (it may be you, or it may be someone else). Interviews don't happen by themselves!
Sponsorship announcements	<input type="checkbox"/>	You need a copy of the schedule from studio 1, and you need to make sure that the original schedule is signed off from the OB copy OB afterwards.
Box of minidisks containing COPIES OF THE ORIGINALS (don't take originals from the station, please!)	<input type="checkbox"/>	Community Service Announcements
	<input type="checkbox"/>	Sponsorship announcements
	<input type="checkbox"/>	NCR stingers
	<input type="checkbox"/>	News
Clothing	<input type="checkbox"/>	Station T-shirts/caps for presenters to wear (if they haven't got their own)
Name badges	<input type="checkbox"/>	So that the public can identify the face with the voice
Chairs	<input type="checkbox"/>	At least 3 - presenter, interviewee and technical

Technical staff will need facilities too.

	YES!	
Dedicated phone line	<input type="checkbox"/>	Not shared with other handsets or an extension from a PABX switchboard
Work space	<input type="checkbox"/>	Area 2m x 3m, with a large (2 m x 1 m) table for equipment, shielded from any weather.
Unloading bay	<input type="checkbox"/>	Near the OB point so that equipment can be unloaded and reloaded
Phone line to be used	<input type="checkbox"/>	Call waiting/call forward disabled for the duration of the broadcast
	<input type="checkbox"/>	Any other equipment on this line physically disconnected for the duration

Fundraising should be involved, and they will need:

	YES!	
Raffle tickets	<input type="checkbox"/>	which should have been on sale at least 2 weeks before the event.
Merchandise	<input type="checkbox"/>	(e.g. T-shirts, caps, and anything else that we're offering at the time).
People!	<input type="checkbox"/>	to look after a stall and sell things
Cash float	<input type="checkbox"/>	because people only have \$50 notes for \$2 purchases
Work space	<input type="checkbox"/>	A table and chairs as a minimum, in a prominent location near the OB point.
Banner/sign	<input type="checkbox"/>	So that people at the event see we're there, and who we are
Programme guides	<input type="checkbox"/>	To give away to people at the event
Bumper stickers	<input type="checkbox"/>	To give away to people at the event

And, back at the ranch, you need to have arranged for

	YES!	
Studio standby/cover	<input type="checkbox"/>	A presenter who can take over in the event of problems at the OB site, and who has adequate and appropriate music to cover.
Line 3 "don't use"	<input type="checkbox"/>	Line 3 is dedicated to the OB signal. It mustn't be used for normal phone calls while the OB is in process, so put a sign over all the handsets in the station building (both studios, Technical room, and the Admin office).
Phone handler	<input type="checkbox"/>	Lines 1 and 2 should be picked up within 2 rings to avoid interference with line 3 (the OB line) - that means having someone in the station to do this.

OUTSIDE BROADCAST OUTCOMES: NOOSA COMMUNITY RADIO

Event:

Location:

Date:

Start time:

Finish time:

OB proposer: was the OB a success? What positive features mark it out that way? What went wrong that can be avoided by preparation in any future OB (whether at this location or elsewhere)?

OB proposer: what feedback have you received from the event's organisers about our involvement?

OB proposer: please comment on the facilities provided at the event, and any improvements that might make any future OB from this event OR THIS SITE easier and/or more effective.

Technical: please comment on the facilities provided at the event, and any improvements that might make any future OB from this event OR THIS SITE easier and/or more effective.

Fundraising: how much money was raised for the station at this event?

\$

Fundraising: how might we have raised more money?