

KCSU On-Air Shadow Sheet

As part of your KCSU-FM training experience, you must complete at least **four hours of on-air shadowing to be KCSU Certified as a Reporter or DJ**, which includes running the studio board for at least two hours total. You must shadow a Rotation Hours DJ at least once, and you may shadow any other show you seem interested in, with the consent of the DJ you would like to shadow and confirmation from the Training Director. For Reporters, you only need to shadow Talk/Specialty Shows. Ask your Training Director if you'd like to make an exception to this rule. Both DJ's and Reporters need to complete two shadowings before you take your test. Communicate with the Training Director what your availability looks like so they can find something that will work for you. **THIS SHEET MUST BE SIGNED BY BOTH DJS THAT YOU SHADOW BEFORE YOU TAKE YOUR EXAM.**

Rotation Hour Show Name: _____

Date of show: _____

of hours shadowed: _____

Rotation Hours DJ Signature: _____

- Ran board for an hour
- Played CD's from Rotation
- Played correct logs

Second Shadow Show Name (DJ's Choice): _____

Date of show: _____

of hours shadowed: _____

Signature of second DJ: _____

- Ran board for an hour
- Played CD's or songs from a USB
- Played correct logs

OPTIONAL

Third Shadow Show Name (DJ's choice): _____

Date of show: _____

of hours shadowed: _____

Signature of third DJ: _____

- Ran board for an hour
- Responded to a listener via text or call-in
- Used a bed

Below is a checklist that must be filled out by the DJ hosting the shadow. Please go line-by-line to ensure you're going over everything that's important to the growth of your shadow and remember to have fun!

No.	Task	On-Air DJ's Initials - 1st shadow	On-Air DJ's Initials - 2nd shadow
1	Pick/Playing CD's from the CD rack.		
2	Do a good break every 2- 3 songs: saying the legal ID, show name, DJ name, back/front sell, asking for requests, 30 seconds to 3 minutes if a rotation show, etc.		
3	Music/Microphone levels monitored to stay within -12 db to -6 db		
4	Monitoring Room/Headphone volume level		
6	Using Zetta to play songs/logs/links		
7	Logs all songs played on Spintron		
8	Puts CDs back on CD rack correctly: spine up, alphabetized, sorted by genre and color of sticker		
9	Understands how to respond to a listener: texting on Zip-Whip		
10	Purpose of the Dump button		
11	Knows how to cue a song and listen to it before it gets broadcasted		
12	Promoting the next DJ's show		
13	Playing music from a USB		
14	Understands how to do a ticket giveaway		
15	Understands how to answer the phone and what to say		
16	Ability to change station from manual to auto and vice versa		
17	Demonstrates how to use the CD players (and buttons/knobs on them)		
18	Understands frequency of each level of rotation that needs to be played (Heavy, Medium, Light and Local)		