INSTRUCTIONS on Programming for Thursday Sports Shows

1. Gather contact info for everyone on the show and create a group chat the day prior. In the group chat, address some of the topics that you'll be discussing on the show.
2. Create a rundown for the show, with "actual time," "topic," "notes," and "length" as the column headings that I suggest.
   a. In the notes tab, I would recommend having a list of the items you're going to play from DADPro.
3. On the day of the show, come in an hour early and suggest that your co-hosts do the same.
4. In the hour leading up to the show, go over discussion topics and other Big West games, and finalize discussion topics that you'll have ready in case you run out of things to discuss.
5. Head into the control room at about 7:05 PM and set up the KCSB audio stream on the control room Mac. IF YOU SEE A WINDOWS INTERFACE ON THE COMPUTER, you can switch to the Mac by double-tapping "Scroll Lock" on the keyboard.
   a. You need to open a new tab on Safari and head to KCSB.org/sports. Click play on "Stream 1."
      i. The stream will now play once you turn up the "CR Mac" slider when you're ready to go on air.
6. When it comes closer to 7:30 PM, head into the control room with everyone and set up shop.
   a. A few things to remember to do:
      i. Switch back to the Windows computer (double tap scroll lock)
      ii. Find the "sports" tab on DADPro (it should be the main interface that is on the Windows computer at all times), then drag the following items over to the array on the right, ideally in a straight horizontal or vertical line to make it easier on yourself:
         1. GSS Intro
         2. GSS Outtro
         3. BW Update Hold On I'm Coming
         4. BW Update Thunderclouds
      iii. IF YOU NEED TO CLEAR SOMETHING TO MAKE SPACE, right-click on the block that you want to get rid of in the array and click "clear"
7. IF THE GAME IS ALREADY IN PROGRESS (7 PM tipoff)
   a. Turn on the DADPro slider on the mixer (and push the slider up).
   b. Play "GSS Intro"
   c. Turn on the main mic (all the way to the left on the mixer) and push the slider up.
   d. As the song is fading out (it does this on its own, no need to mess with the DADPro slider), introduce the show, yourself, everyone in the studio, and say that you're going to send it over to the live broadcast with _____ & _____ live from _____.
   e. Turn on the CR Mac slider and push the slider up. Make sure your mic is turned off, kick back, and relax.
8. IF YOU'RE HOSTING A PREGAME SHOW (8 PM tipoff)
   a. Turn on the DADPro slider on the mixer (and push the slider up).
   b. Play "GSS Intro"
   c. Turn on the main mic (all the way to the left on the mixer) and push the slider up.

d. Turn on the second mic (to the right of the main mic) and push the slider up. This is the left side of the couch closest to the back corner of the room.

e. Turn on the third mic (to the right of the second mic) and push the slider up. This is the right side of the couch closest to the door.
   i. IMPORTANT: for this mic, make sure that the button at the very top of the slider column that says "A/B" is set to "B". The way you know if this is set to B is if it's orange. So, if it's not orange, press it.

f. As the GSS intro song is fading out, introduce the show, yourself, everyone in the studio, and the matchup.

g. At 8 PM (or whenever the game is scheduled to tip off), say that you're going to send it over to the live broadcast with _____ & _____ live from _____.

h. Turn on the CR Mac slider and push the slider up. Make sure your mic is turned off, kick back, and relax.

9. THROUGHOUT THE FIRST HALF:
   a. Pull up live stats for all of the games going on by going to each home team's website and then hovering over "sports" and clicking on "men's basketball schedule" and scrolling down to the current game they're playing and clicking "live stats."
   b. Also, instruct everyone to pull up game streams on their laptops by going to bigwest.sidearmstreaming.com or logging onto watchespn.com, depending on where the game is being aired. This is a really cool way to watch all of the games in the studio and get everyone involved.
   c. Prepare stats and a snippet about every game going on that night for a halftime Big West Update, as well as stats from the UCSB game going on that night.

10. AT HALFTIME:
   a. AS SOON AS THE HALF ENDS: Set a stopwatch on your phone for 15 minutes. Keep an eye on this throughout.
   b. Fade down the "CR Mac" slider and slide up each of the first three mics. You guys are live for the halftime show!
      i. I recommend spending somewhere around 8-9 minutes covering UCSB's performance in the half, and then 5-6 minutes doing the Big West Update.
   c. WHEN YOU'RE READY TO DO THE BIG WEST UPDATE:
      i. Say something along the lines of "It's time for a Big West Update"
      ii. Play either of the "BW Update" songs from the DADPro array
      iii. Discuss the games in the Big West! And don't forget to go over the standings and any fun permutations.
   d. A FEW MOMENTS BEFORE YOU SEND IT BACK TO WHOEVER IS DOING THE BROADCAST: Text them to let them know they're good to start up again for the second half. If you time it properly, this will make it sound really cool when you throw it back to them.
   e. Once you're ready to send it back, say that you're going back to _____ & _____ for the second half live from _____. Turn the mics off, kick back, relax, and enjoy the second half!

11. THROUGHOUT THE SECOND HALF

a. Same thing as the first half. Keep track of stats on a pad (or bring in the whiteboard from the sports office!) and collaborate with your guests about talking points. Prepare a Big West standings update.

12. Setting up call screening (in the second half)
   a. If you have people that have signed up to do call screening, contact them earlier in the day and make sure that they can come around 40 minutes before you start taking calls.
   b. Set them up in studio B adjacent to the control room. Run them through how to take calls.
      i. The instructions are on the Google document.
      ii. I'd also suggest that you tell them to knock on the glass or text you if they need to get your attention if you're ignoring a call.

13. Postgame
   a. IMPORTANT: Set a stopwatch on your phone for ten minutes as soon as the game ends.
   b. Turn down the "CR Mac" slider and bring up the sliders on the three microphones. You're on the air for the postgame. Discuss the game that just occurred, but save some talking points for later.
   c. With about 3-4 minutes left until you start taking calls, do another Big West update. Repeat step 10c.

14. Taking calls
   a. After ten minutes, say that the phone lines are open. The phone numbers to call are **line 1** at **(805) 893-7435** and **line 2** at **(805) 893-7436**. Have the Google document open so you can communicate with the people screening calls.
   b. Keep an eye on the Google document for any activity. Once a call comes in, the screeners will type the caller's name, location, and topic that they'd like to discuss.
   c. Make sure that the "PHONES" slider is turned on and that the "line 1" slider is up.
   d. Depending on what line they're on, you're going to press the button on the far left of the row of the phone line you're trying to pick up on. This will put them on air. You'll know it's the right button because at the top of the phone the column on the far left is labeled "On-air."
   e. Say something along the lines of "Caller, you're on the air!" and have a conversation!
   f. To hang up if they don't do it first, press the "drop" button on the bottom right of the phone in the control room.
   g. IF YOU DO NOT HAVE A CALL SCREENER, you'll have to take the calls yourself. The best way to do this is to just take a call and put them on air, which means you'll follow the same instructions detailed in 14c-e.
   h. IF THEY USE FOUL LANGUAGE, be prepared to cut them off and apologize to the listeners. Either press the "drop" button or turn off the "PHONES" slider.

15. If you run out of stuff to discuss…
   a. There are prerecorded interviews in the "Sports" tab in DADPro. When you find them, drag an interview you want to play into the array on the right. Then, click on the square in the array, make sure the DADPro slider is turned up, and it's playing! Just make sure the microphones are all turned off.
   b. Alternatively, you can fall back and talk about some of your alternative topics that you discussed beforehand with your other cohosts.

16. Last ten minutes
    a. With about ten minutes to go (if you didn't already do this before you played an interview if you ran out of topics), preview the following game and maybe take a look ahead at the schedule and other games in the Big West that following week. It's fun to give everyone a shot at predicting what would happen and makes for good radio.
    b. With a few minutes left (give some time to the next programmer to come in and set up), sign off. Thank everyone for listening, announce that we'll be back next week in the same timeslot, name everyone that was on the show, and repeat the final score.
        i. When you're in the waning seconds of what you're going to say, simultaneously press "GSS Outtro" from the array in DADPro.
    c. Queue up about 3-4 minutes of PSAs or event ads (usually will be in blue on the DADPro array already) to allow time for the next programmer to come in.

You're all done! Thanks for hosting.

Quick reference:

Line 1: (805) 893-7435

Line 2: (805) 893-7436

Call screening Google document: bit.ly/kcsbthursday