Welcome to our Air Staff

Fall 2026



So You've Made It On-Air...Now What?

This guide has everything you need to know about your new on-air show here at WLTL! This is a big deal. We have more students audition than we have time slots available, so congratulations! But also…you need to own this (and we know you will).

What You Need to Do First

1. Put this phone numbers in your contacts

If you are going to miss a show, you need to let WLTL know at least 24 hours in advance (or as soon as possible if you go home sick). Let us know by texting:

Zoë Connelly // Program Director: 708-557-6832

2. Follow @WLTL881 on Instagram

We will be sending out reminders about station events, activities, meetings and more on both platforms, so give us a follow so you can stay up to date with all that is happening at WLTL! Plus you will find out about other events and activities happening at WLTL that you can promote on your show!

3. Get familiar with www.wltl.net/staff

It's a web page! Just for you! (and the rest of the staff too). On it, we have tons of information, and there you can submit social media updates for your show that we will push out. You can also let us know in advance if you'll miss a show by filling out an online form.

4. Record a Promo for Your Show

What's the point of doing a show if no one is listening right? Good news...we will help you with this. You can record your promo after your training session or during our first staff meeting on Monday, September 21. If you miss these chances, reach out to Macy to schedule a time. She is at fla516759@d204.lths.net.

5. Pass the WLTL Manual and FCC Tests*

Everyone on your show needs to take these two tests. Good news, we've got them online so you can do this on your own time! Visit the WLTL Staff Page at http://www.wltl.net/staff to access the tests. You must pass both by Wednesday, September 30 otherwise your show will be suspended until you do it. **Even if you've taken these tests, everybody takes them again.*

Did You Get All of That?

Good. You're well on your way. So next we want to ensure that you have everything you need to do the best show you possibly can each and every week here at WLTL...because while we don't want to scare you, you're not doing this just for you. At any given time, there are approximately

1,137

people listening to WLTL on average. That's a lot of folks. And it's your job to entertain them. They're counting on you (and we are too), so take a look at these helpful tips, tricks and tools we've got to make sure your show is the best it can be week in and week out.

Save the Date!

Our all staff meetings usually happen on the third Monday of each month. Every meeting will feature something special - food, prizes, guest speakers! Be sure to save the dates of September 21, October 19, and November 16. ***Plus our Rock-A-Thon Kick-Off meeting will be Monday, December 7. Don't miss out!***

Weekly Show Checklist

So you've got a show...you're all set and ready to go right? Follow this checklist to make sure you're ready to rock and roll each week!

- ❑ At least 24 hours before your show, inform WLTL if you will have any guests. Fill out the guest form at www.wltl.net/staff or Zoë (her number is on page 2).
- ❑ Arrive for your show 10-15 minutes **before** your shift begins.
- ❑ Check the playlist on Spinitron and the RadioDJ history for the show before yours to ensure you don't break the 2 hour/4 hour rule.

  What's this rule you ask? *Simple - you cannot play the same artist within 2 hours and you cannot play the same song within 4 hours. So if the show before you plays* Foo Fighters "Big Me" at 2:15pm, you cannot play another song from them until 4:15pm...and "Big Me" can't play again until 6:15pm

- ❑ Look at your show's program log and ensure your items play at the correct times. These are things like promos, PSAs, etc. (We have more information on this in the packet).
- ❑ Take talk breaks every 3 to 4 songs on average and remember to be entertaining and informative! Check out our helpful tips for great talk breaks in this packet.
- ❑ Remember: No food or drinks in the studio. Leave it all in Room 9. This includes candy, gum, closed water bottles, empty water bottles…it all should be out of the studio.
- ❑ At the end of your show, pick up all your papers and take your belongings with you. Don't forget to give a shout out to the next show coming in after you as well during your final talk break!

Do not hesitate to ask any questions! The WLTL Managers and Supervisors are here to ensure you have the best experience possible, so always let us know of any issues or concerns you have or are experiencing with your show or the equipment!

Filling Out Your Program Logs

At WLTL, we let you pretty much do what you like during your show, but there are a few certain things that have to happen at the right times in order for us to maintain quality programming (and in some cases...these things are even legal requirements from the FCC). To make sure these get done with will give you a program log to follow each week. Here is how they work:

1. Get your log from your mailbox each week.
2. Play the required items* as close to the scheduled time as you can. DO NOT stop music to play these items. Play them before or after your songs...just get as close as you can.
3. After it plays, write down what time it aired. Be honest. We need to know.
4. Repeat this process for your entire show. Place the log back in your mailbox at the end of your shift.

All items are located on RadioDJ and every type of item (PSA, ID, etc) can be searched for.

You will find your program logs each week in your mailbox slots in the on-air studio. Each show has one! When your show is finished and your log is completed, just place it back into your mailbox slot and we will take it from there!

Speaking of mailboxes...

Aside from grabbing your log from it each week, be sure to check it for other cool stuff as well. Things like announcements, show cancellations, evaluations and more will be placed in your mailbox from time to time. As always, if you get something and have a question as to what it is, just ask!

What about music? Can I play anything?

Yes(ish). You can only play clean songs, and you have to follow our station format (variety rock). If you are not sure if it is clean, you probably should not be playing it (and you can always ask a supervisor if you need to clarify). You pick out your own variety rock songs each week but every hour we do ask you to play three songs from our New Music folder..

So what is this "New Music" folder you speak of?

This is music from new, up and coming bands you likely haven't heard of...yet. (Playing these songs is a requirement).

- ❏ Introduce these songs as **"New Music on WLTL"** (because that's what they are).
- ❏ Play **3 songs** per hour. That means **6 songs** total if you have a 2 hour show!
- ❏ They are found under the **New Music** folder on RadioDJ.
- ❏ In the **On-Air Studio** there is a sheet that goes into detail about some of the songs, but you are ALWAYS free to look up these bands and learn about them to share with your audience..
- ❏ You can preview the songs on our Spotify new music playlists **@wltl881**

Any questions? Feel free to contact our music directors. Plus you can help us select this new music at Music Mondays! Email Jed to get started. He is at hua515359@d204.lths.net.

How to Use

SPINITRON

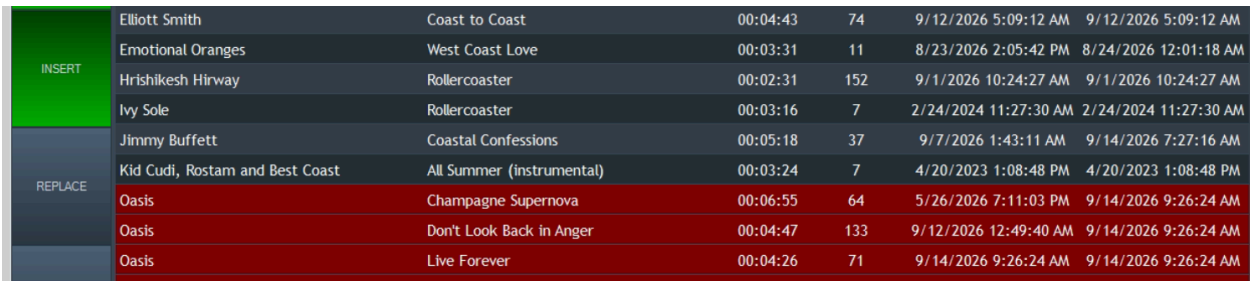
1. Go to https://spinitron.com/WLTL/

2. Here you can view the playlists for WLTL. This website listens to our station and automatically logs everything that is played. This way you can check and ensure you will not violate the 2-Hour/4-Hour rule (see page 4 for details on this).

3. You can also check the history on RadioDJ as well. It is located in the bottom right corner. However, this history only goes back one-hour, so check Spinitron as well.



4. Additionally, on RadioDJ, if an artist has been played in the last two hours, they will be color coded in red (see below).

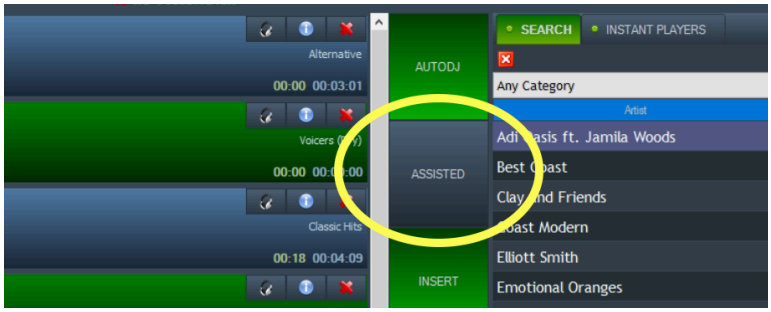


This is RadioDJ's way of warning you that you are about to violate the rules.

How To Run the Control Board

To do a talk break:

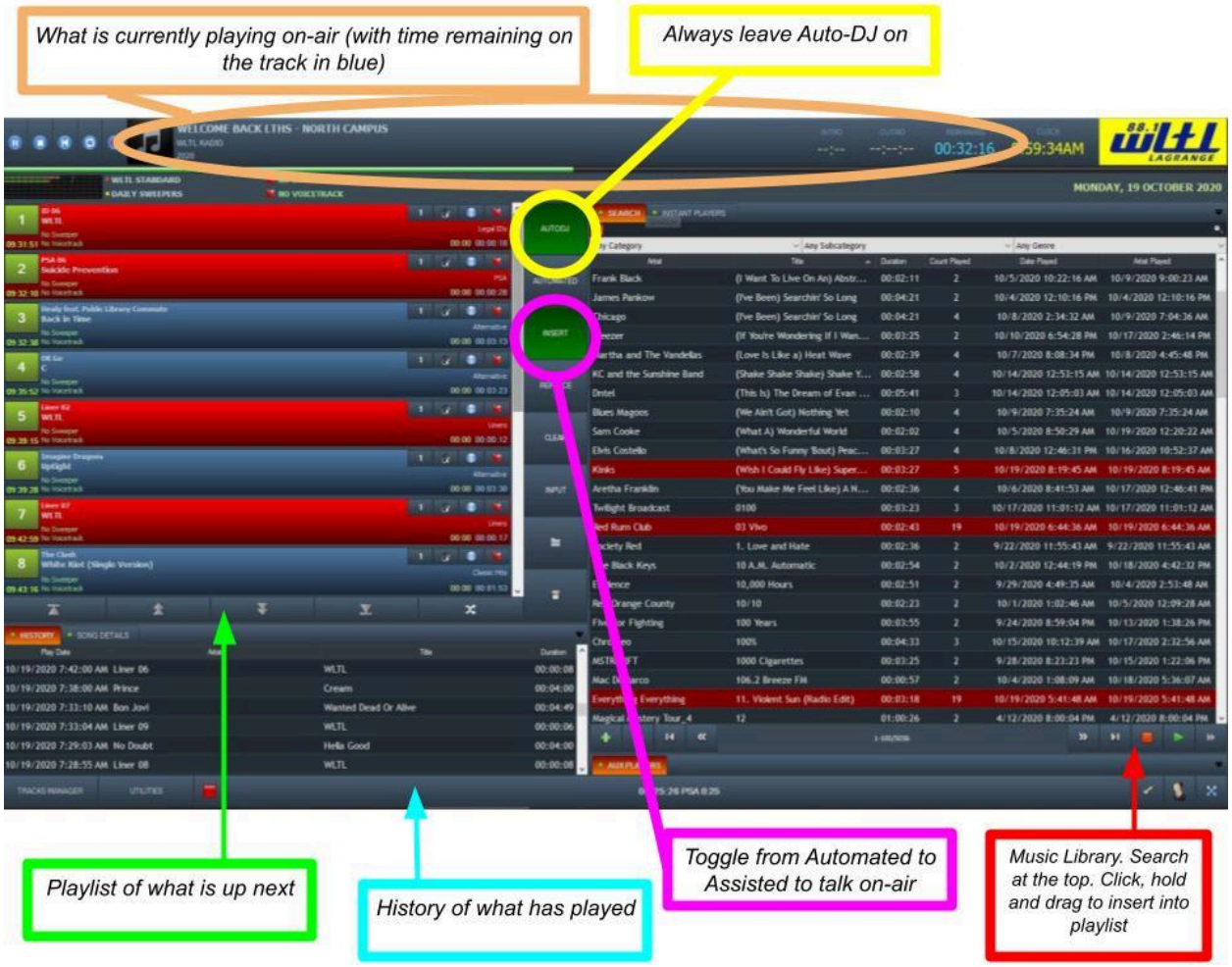
1. Click the “AUTOMATED” box in the center column of RadioDJ to change it to “ASSISTED.” This will allow the current song to finish but will pause the playlist and stop the next song from playing.



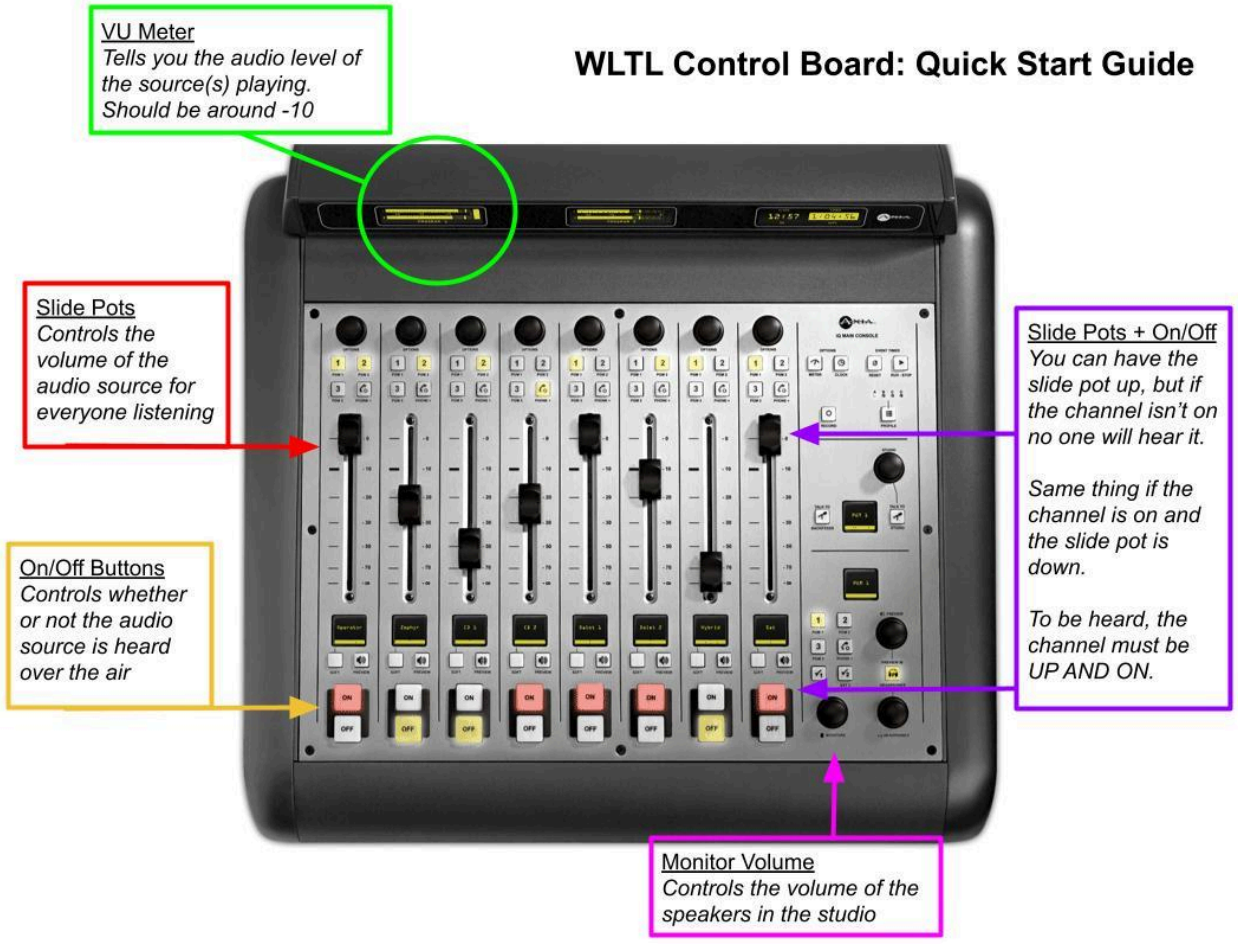
2. Turn on the mics you’ll be using by sliding up the channel volume slider on the board to -10db (The first four channels are labeled MIC 1, 2, 3, and 4)
3. When you are done talking, turn off the mics by sliding the volume controls all the way back down (make sure the light is off) and press play on the next song on the computer
4. Remember to click “ASSISTED” in the top left corner of RadioDJ to put it back on AUTOMATED.
5. *Do not click* “AUTODJ,” this will turn RadioDJ onto “MANUAL” and stop the queue from auto-filling.

For more information on RadioDJ or the on-air control board, see the next two pages. They contact labeled charts for each one. Plus remember, you can ALWAYS ask the supervisor or a student manager for help!

Radio DJ Informational Chart



Control Board Informational Chart



Tips for Talk Breaks

So what the heck are you going to talk about? Don't worry...we are here to help! Start by checking out the tips below:

Things to talk about…

- Hot topics from the Hot List posted in the on-air studio and updated each week.
- The music or artists you are about to play.
- The music or artists you just finished playing (do not go back more than one artist).
- Relatable stories or experiences.

Things you *should* do…

- Remind listeners to call in for requests at 708-482-9585 (which is 708-482-WLTL)
- Talk about every 3-4 songs.
- *Aim for 30 to 45 second talk breaks*. They should never be longer than 90 seconds.
- Break up long stories over a few breaks to keep listeners listening.
- NEVER BE BORING! If you're bored...think of how your audience feels!

Things you *shouldn't* do…

- Swear! Don't do it! However…If it happens: Press the DUMP PROFANITY button TWICE.
- Pressing the button will cut the last 7.5 seconds from on-air and immediately go live.
- You CANNOT endorse any candidates, political parties, ideas or elections. This is an FCC rule.
- We are a non-commercial station, so do not discuss business, prices or products.

Alright...so what exactly should I talk about then?

Put some effort into your show. As a rule, most professional hosts will spend two hours preparing for every one hour that they are on the air. Preparing can include watching TV shows, sports games or movies to talk about them; reading newspapers, magazines and websites to find current events and news.

You can also fill out a Show Prep sheet to help guide you in what you will talk about. In the pages that follow you will find an example of a completed prep sheet with instructions plus a blank sheet for you to use for your show.

Want to Dramatically Improve Your Show?

Music Variety

Each week your show's playlists are archived on Spintron. Before your show, visit your show's page and see what you played the week before to make sure you're not playing the same stuff over and over again each week!

WLTL has a loyal fan base that listens for long stretches at a time so if your show plays the same songs each week listeners will notice and eventually listeners will leave.

Listen Back to Your Show!

Everything on-air at WLTL is recorded and kept for one-week. If you would like a copy of your show to listen to so you can hear what went right and what went not so right, just ask and we can get you one! Bring a flash drive to your show and you can even take it home that day!

You can also schedule an air check session with Mr. Thomas. This is a fancy term for sitting down and listening to your show together to get feedback (it is what professionals do with their bosses in radio *every single week*). Email cthomas@lths.net to request a time.