

# WGRE DJ APPLICATION- Fall, 2024

Return this application to [wgre@depauw.edu](mailto:wgre@depauw.edu), or drop it off in the front of WGRE in the box provided. If you have any questions, please e-mail WGRE Program Director Fiona Sipple, ([fionasipple\\_2025@depauw.edu](mailto:fionasipple_2025@depauw.edu)), or Station Manager Josh Nally, ([josuanally\\_2024@depauw.edu](mailto:josuanally_2024@depauw.edu)). *Application is not complete until the attached WGRE Operator Agreement is signed.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ UB Box #: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Living Unit for Fall 2021: \_\_\_\_\_

## Radio Experience:

Please list any radio experience you have had in the past including high school, summer, WGRE DJ shifts, work in other WGRE departments, etc. Be specific! This is a factor in determining show placement.

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## Show Request:

WGRE has a variety of options for potential DJs. Please select the type of show you are interested in.

\_\_\_ DJ Shift- WGRE DJs play music from the rotation and also make their own selections. These shows are available for anyone and highly-recommended for first-time DJs.

\_\_\_ Specialty Show- Specialty show DJs design their own radio show centered on a unique theme or topic. These can be almost anything (so long as it is appropriate) so be creative! The number of specialty shows are limited and generally rewarded to experienced DJs, but anyone who has a good idea is encouraged apply. To apply for a specialty show, a 1-2 paragraph show typed, detailed description is **required** to be attached to this application and a 3-5 minute demo CD that demonstrates the type of show being applied for is encouraged.

\_\_\_ Specialty Morning Shows- From 8-10 AM, Monday through Friday, WGRE will offer DJs the opportunity to design their own free-format morning show. These will be offered to experienced DJs first and are during peak listening hours for WGRE.

Dual shows are available and will be issued on a *limited* basis. Shows with three or more DJs will only be given to specialty shows that demonstrate a clear need in their application. If you are applying for a dual show, please list the other applicants below. ***They must complete applications as well.***

Name (s): \_\_\_\_\_

To select possible time slots, please use the following chart to prioritize when you would like your show to be. Select five slots and number them in the order you would prefer (1 through 5). Also, cross out any times which you cannot do because of chapter meetings, work study, and other obligations. These slots are not guaranteed, so **each DJ should attach their Spring 2023 course schedule to the application.**

- If you are applying for a Specialty Morning Show, prioritize the days Monday through Friday that you prefer.

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM				Tiger Talk			
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM					State of the Castle		
6:00 PM							
7:00 PM	Sports Reporters						
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

WGRE Interest:

Would you like to be on the WGRE sub list?	Y	N
Would you like to do WGRE newscasts or work in the news department?	Y	N
Would you like to do WGRE sportscasts or work in the sports department?	Y	N
Would you like to work with the WGRE promotions department?	Y	N
Would you like to work with the WGRE music department?	Y	N
Would you like to work with the WGRE production department?	Y	N

# WGRE Operator Agreement

## Guidelines and Policies, Fall, 2023

WGRE 91-5 FM Greencastle  
“Your Sound Alternative”

### INTRODUCTION

Welcome to the WGRE staff! Please read this operator agreement, then sign and turn in the last page to one of the WGRE directors. As we are a federally-licensed facility, it is **IMPORTANT** that you understand the station policies. *You are responsible for all the information in this agreement, and violation of any of the major policies could result in disciplinary action.* Mostly these items are common sense, and we ask that you simply help to maintain the professionalism and on-air quality of WGRE. If you have any questions, contact the Station Manager or Program Director.

### A BIT OF OUR HISTORY

On April 28, 1949, WGRE was honored to be the first 10-watt educational radio station licensed by the Federal Communication Commission. The first official broadcast was a tribute to the president of DePauw University, Clyde Wildman, who was unable to attend the inauguration of the station because he was in the hospital at the time. However, by giving President Wildman an FM receiver, he was able to hear the ceremony from his hospital bed.

WGRE's programming then ranged from radio dramas and live musical performances to covering special events like the groundbreaking of the Roy O. West library and DePauw sporting events.

In 1952, after moving from a small room in Harrison Hall to its new state of the art studio in the Student Union Building, WGRE expanded its programming to include popular music.

WGRE joined forces with United Press International in the early 1960's in order to increase the variety of the station's news coverage. Then, in 1962, WGRE underwent a power increase, enabling the station to broadcast at 250 watts. This increased the broadcast radius from 6 miles to 15-20 miles.

In the Fall of 1983, WGRE got a grant from the university to upgrade to a stereo signal. We also replaced our audio processing and built an air-conditioned closet for the transmitter in the UB attic that removed it from the room behind the on-air studio in the Union Building. Within a few months the first digital audio was being played over the air via a (then very expensive!) CD-Walkman, although Vinyl wasn't eliminated as the primary music source until the early '90's after the station moved into the PCCM. By 1988, the station had switched to Associated Press for national/international news coverage.

### HISTORY (continued)

With the opening of the Center for Contemporary Media in 1991, WGRE relocated to its current location and began operating at 850 watts, covering a 30-40 miles radius. The station now boasts a staff of approximately 200 students who devote themselves to keeping WGRE on the air 24 hours a day, seven days a week. In recent years, WGRE has won numerous awards for its news and sports programming from organizations including the Society of Professional Journalists and the Associated Press. The station also regularly holds philanthropies to raise money for various local causes, and in 1997 was honored to be named as the only non-commercial radio station to receive a Crystal Award.

In 2000 WGRE began webcasting, which allowed parents and off-campus students to keep in touch with DePauw from afar. Now, the webstream makes up a significant portion of the listening audience, with the Monon Bell game standing as our signature broadcast to alumni and parents.

In 2002 WGRE underwent a \$100,000 upgrade to replace the facility's electronic infrastructure and eliminate analog recording and playback technology, along with the major furniture in all operational areas. All production and on-air equipment was replaced, including the main audio processor and transmitter.

In 2015, WGRE spent \$60,000 on the station to upgrade the audio boards throughout the station and the audio chain to the transmitter. This upgrade should be able to take the station into the next decade.

Through our entire history, we have remained "Your Sound Alternative!"

### **CALLS AND SLOGANS**

Our station is "91-5, WGRE, Your Sound Alternative." OR "WGRE, Your Sound Alternative. **NEVER USE THE FREQUENCY ALONE.**

Please try to use the slogan as much as possible...in and out of talk sets and weather, for example. You can also simply say "WGRE" or "Your Sound Alternative" if you do not have time for all of it. Also say "91-5", **NOT** "91-POINT-five".

### **MUSICAL FORMAT**

Because WGRE is a non-commercial station, we are fortunate to offer our listeners an extremely varied format. Although there are many Specialty shows which feature music from almost every genre, WGRE primarily plays "college" music, sometimes recognized as alternative or modern rock. It is our responsibility to develop both the on-air talent AND the music of the future. In so doing, we fill a musical void, exposing artists and music that usually fall through the cracks at commercial radio stations. The popularity of

## **MUSICAL FORMAT (continued)**

artists in college music often determines forthcoming trends in popular music. *Therefore, it is extremely essential that you adhere to the music log that has been selected for your shift during standard shifts. There options for X folder songs and DJ choice worked into the log already. Failure to stick to rotation may result in termination from WGRE.*

## **OFFICIAL STATION POLICIES**

The “operator” is defined as the person responsible for the operation of the programming and transmitter during a shift. The operator has the following responsibilities:

### **I. LOGS**

**A. Program Log-** The Program Log is a record of the station Legal IDs, promos, liners, and PSAs which are aired.

1. **Follow** the program.
2. Sign name **twice on front page**, when you go **on** and **off** the air.  
**\*\*note:** if you have a partner, **BOTH** of you need to sign the Program Log

**B. Music Log -** This log ensures that the rotation is being followed correctly.

1. Please indicate the song and number played for X’s and DJ Choice.
2. Write down the **song title** in the space provided for listed songs (H, M, L, X)

### **FOLLOW THE ROTATION.**

There are five categories of the Music Rotation:

H= Heavy Roation, M=Medium Rotation, X and C=the classics of college rock  
Z=current commercial alternative favorites, DJ= The roots of alternative rock

### **II. TRANSMITTER CONTROL**

According to the FCC, All DJ’s must know how to turn the transmitter on and off using the Burk control module in the rack to the left of the board. The three white buttons are Channel #, up and down. Use the Channel button to select Channel 1, than use the up arrow to turn the transmitter, on and the down arrow to turn the transmitter off.

### **III. LEGAL ID**

At the top of each hour (:00) we play or speak the station Legal I.D. The pre-recorded ID’s are on the main on-air computer in the Legal ID folder. The spoken ID should include: “WGRE, Greencastle,” with nothing between WGRE and Greencastle. You can

### **III. LEGAL ID (continued)**

say: “You are listening to WGRE, Greencastle,” but not “WGRE, your sound alternative, Greencastle.”

The Legal ID should occur as close to the top of the hour as possible. It is often followed by AP News, played from the on-air computer, or local news from the news booth. The Legal ID is a federal law. If we miss doing it, we are liable for fines from the FCC.

### **MISSED SHOWS**

You are responsible for your show, and are expected to be there every week. If an emergency arises and you absolutely cannot make it, you may get in contact with a **Sub DJ** from the sub list.

We recommend that you offer to **trade shifts** with other DJ’s. If you have tried all of the Subs and no one can take your shift, contact the Programming Director during the week.

Remember that **NO CREDIT** will be granted if you miss more than **three** shows. If you are deemed to have excessive absences, you will lose your show.

*If an emergency arises and you do not have time to get a sub, contact the DJ on air, and then contact the directors. Unexcused absences are a serious infraction and will be dealt with accordingly. Be considerate of the other DJ’s and the Directors; you have agreed to take a show, so the responsibility is yours, not theirs.*

### **EQUIPMENT MALFUNCTION**

If the malfunction is serious, contact the Engineer at x4480 or [gstephan@depauw.edu](mailto:gstephan@depauw.edu). If the problem is not serious, contact a director, or email [newton@depauw.edu](mailto:newton@depauw.edu).

### **VISITORS/SECURITY**

You are not to let anyone, at any time, into WGRE overnight unless they are there for their DJ shift or official WGRE business. Visitors **MAY** be with you in the studio **only** by permission of a Director or McCall/Newton. Call before you bring in your guest. You are responsible for your guest during your shift at the station. This is especially important for late-night DJ’s.

### **STUDIO BEHAVIOR**

When you are in the DJ booth, **no food, drink, chewing tobacco or “vaping” is allowed.** Leave all food and drinks outside the studio and keep the studio as neat as possible. **THERE IS A \$25.00 FINE IF FOOD, DRINK, CHEWING TOBACCO OR VAPING EQUIPMENT ARE BROUGHT INTO THE STUDIO.**



## **STUDIO BEHAVIOR (continued)**

**NOTE: At no time, under any circumstances, is there to be alcohol or drugs in WGRE, and you are never, ever to come into your shift intoxicated or high. The procedure for dealing with anyone who is in such a condition is as follows:**

1. You will be immediately taken off air, even if the station must shut down temporarily.
2. Security will remove you from the building.
3. Your case will be turned over to Student Affairs.  
There are no warnings in this case. **NO ALCOHOL or DRUGS**, period.

## **SEXUAL HARASSMENT**

WGRE is owned by DePauw University, and therefore we adhere to their policies. Sexual harassment, on air or in WGRE, will not be tolerated at any time. This policy is in your DePauw handbook.

## **COMMENTARY**

Do not editorialize on any news or public service announcements. We have allotted time in other places in WGRE programming for commentary. If you have any questions about what can be said, ask.

## **OBSCENITY/INDECENCY**

**NO** obscenity or indecency is allowed on air. Think PG13. Your show **IS** recorded, and **WILL BE** air-checked on a regular basis. The FCC fines stations for DJ's who step over the line, verbally.

## **DEPAUW SECURITY ESCORT SERVICES**

Late night DJ's can use the escort service available free from DePauw Safety and Security to return to their living units at night. Simply call them a few minutes before you are ready to leave, and they can meet you in front of the building, and will drive or walk you home. The number of this service is posted in the DJ booth. x4261

## **THANK YOU!**

We appreciate your attention to these details! It will help the station to operate smoothly.

## WGRE Operator Agreement – Spring, 2023

I, the under signed, agree to adhere to the WGRE operator policy for the privilege of a shift on WGRE. I understand that I am fully responsible for understanding and following the information and guidelines in this policy. I also understand and am aware that being a WGRE DJ is a semester long commitment that I will uphold. Any violation or repeated violations can result in the loss of my privileges.

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Operator-signature

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Printed name

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Date

**Please return this page with the DJ Application. Keep the Operator Agreement and the DJ Guidelines for your records.**

# BASIC DJ GUIDELINES

## 1. FOLLOW ROTATION!

This means following the letter on the music log and then making an appropriate selection from that section of the music. Check back to see if that song or group has been played within the last 4 hours.

For DJ choice, **ONLY** play songs which fall into the WGRE style. This does not include TOP40 artists. Please enlighten your audience with the amazing new music coming out by the lesser known artists.

2. **RIGHT:** “ninety-one five, WGRE” and “Your Sound Alternative”  
**WRONG:** “ninety-one-point-five, \_GRE” and “The Sound Alternative”
3. Say your name every 20-30 minutes. It is OK to use a nickname, just keep it consistent.
4. Do not overuse the request line as a bit.
5. Be at least **FIVE** minutes early for your shift, unless by arrangement.
6. Weather information is located on the screen next to the Master Control computer.
  - a. You may also use this computer to record call in’s for Giveaways, Request Lines, etc. **BE SURE TO PUT OUTSIDE CALLS ON DELAY** (Just in case).
  - b. You may also use this computer to look up News, Sports and other material which you can source for your show.
  - c. An updated document of “What is happening around DePauw and Greencastle” will also be available on this computer.
7. Do not use station lingo on the air such as “PSA”, “Promo”, “Liner”, or “Legal ID”. Make use of liners to smooth out your show, and make other spots just a slight interruption by saying what’s coming up, such as weather, news, or just more music on the way.
8. **NEVER** say “No one is listening.” Someone is **ALWAYS** listening.

## **BEING ON THE AIR:**

At WGRE, we encourage each DJ to develop an on-air style that is comfortable to each individual. Because we are not a commercial radio station, we do not force our DJs to sound like stereotypical jocks. At the same time, DJs should sound confident, speak clearly, and be focused on what they are saying on the air.

**Useless chatter, rambling, giggling, and muttering DO NOT make for good radio** and many inexperienced DJs resort to these habits when they get nervous or feel like they have nothing to say.

This is why we have a **Program Log** to guide you through your broadcast.

### ***“But what should I say??”***

As far as the content of your talksets and your preparation as a DJ goes, here are a few suggestions from Jim Cerone, WGRE alum -

#### **1. Does it pass the “who cares” test?**

Is what you are about to say relevant to our audience? Is it interesting? Will it make an impact on them? Is it entertaining or informative? Don't waste time with meaningless filler. If it doesn't pass the “who cares” test, don't put it on the air.

#### **2. Are you ready?**

Have you cued the CD, Promos, liners, ect.? Do you understand the content of any of them? Or are you going to open the mic and just wing it?

**BE PREPARED** so you don't end up rambling aimlessly.

#### **3. Don't water it down!**

Okay, it passes the “who cares” test, and you know what you are going to talk about. Be clear and concise! Writing down what you plan on saying is quite helpful to the process. Your words will have more impact if there are fewer of them!

#### **4. Do you know where you are going?**

You've got the mic open and you're speaking concisely. What happens now? You better know where you're going to stop. Say what you have to say and get out!

#### **5. Don't get caught in a cross-fire.**

It is very easy to get off-track if more than one person is involved. If you cross-talk with a fellow on-air talent, be sure you all know where you are going and when to stop