

## DJ RULES AND REGULATIONS

By joining WSAM and signing up for a timeslot, you agree to follow all WSAM rules and act responsibly and professionally at all times.

### EXPECTATIONS

**ATTENDANCE** - being reliable by attending your show on a weekly basis and general meetings on a monthly basis.

**AIR STUDIO and LIBRARY** - maintaining cleanliness and order; respecting all WSAM property and equipment.

**PROGRAM GUIDE** - following the guide exactly.

**PLAYLIST and CHARTING** - filling out **all** the information requested on the playlist every time you have a show including when you substitute.

**POSTERS, STICKERS AND GIVEAWAYS** - putting advertising materials in the designated places with executive board approval, and handling giveaways in an appropriate manner.

### GENERAL RULES

Smoking of any substance in the station is strictly prohibited by order of the STATE FIRE MARSHALL and the University of Hartford. If you need a cigarette, you must do so outside the Commons.

Drinking of alcoholic beverages is strictly prohibited. Any DJ found operating equipment under the influence of alcohol will be permanently removed from WSAM membership.

If you are asked to leave by an Executive Board member, you must do so.

All WSAM disc jockeys must be an active participant on at least one staff.

NEVER distract a DJ. The ultimate priority in the air studio is air product.

No member of WSAM Radio may use the WSAM name, or any entity created within, for the purpose of creating a profit. **(added 2/2002)**

Treat all WSAM property as if it were your own. Pick up after yourself; do not leave trash anywhere but in the trashcan that props the station door open. If you notice a trashcan in one of the rooms is full, please dump it out in the trashcan that props the door open. If you notice any damage to the Commons, report it immediately to Public Safety at x7985.

**NEVER enter a studio where an "ON-AIR" or "RECORDING" light is illuminated. Always check the light before entering.**

## ATTENDANCE

### General Meetings

- ❑ All DJs are allowed to miss **one (1)** meeting with **twenty-four (24) hours** notice each semester for an emergency or illness.
- ❑ If you fail to notify the executive board, your DJ privileges will be suspended until further notice and entering the station property will be considered trespassing. You will have an evaluation with the executive board in order to have your privileges reinstated.

### Individual Shows

- ❑ If you know in advance that you will miss their show, you must submit a letter in writing with the name of the substitute **one (1) week prior** with an explanation. The substitute must also give written notice that they accepted to substitute. These letters must be put in the Program Director's mailbox. If not done, it counts as one miss for either the original DJ or the substitute.
- ❑ If you are sick or have an emergency and your co-host (if you have one) also cannot attend, you must find a substitute and get in contact with the program director through email, leaving a message at the station or contacting them at home **at least two (2) hours prior** to your show. If the DJ does not, it will count as one miss.
- ❑ If a DJ has **two (2)** misses, they will lose their position for the remainder of the semester and be put on probation the following semester. If put on probation, one miss will have you removed permanently from WSAM.
- ❑ All DJs will be required to submit a monthly synopsis on their show and any music that they would like the Program Director to obtain for the library.

## AIR STUDIO

- ❑ There is **NO** food or drink allowed. If found with food or drink, you are banned from the studio until further notice. If the offense is repeated, you could face losing your DJ privileges for the rest of the semester.
- ❑ Remember, there is a web cam and we are watching you.
- ❑ There are only **three (3)** guests allowed in the air studio at once. This is not three guests per DJ, but three guests **TOTAL**. If there are more than two (2) DJs in a show, the total number of persons allowed in the studio is five (5). The only exception to the rule is for performing artists and their management and/or staff. **(amended 2/2002)**
- ❑ Please keep the air studio neat and clean at all times.
- ❑ If scheduling a band to play during your show, you must give the executive board at **least one (1) month** notice in **writing**, or you will not receive approval. If you act without approval, you will have your DJ privileges suspended for the rest of the semester and face possible expulsion from WSAM permanently.

- ❑ Do **NOT** put stickers or any non-approved items on the walls or doors.

#### **LIBRARY**

- ❑ There is no excuse to not return CDs to their proper place.
- ❑ If the library is not respected, the library will be locked from **all** DJs.
- ❑ Any DJ who contacts a label or distributor must have it sent to WSAM, not to their personal mailbox. If you use WSAM's name to gain something, or say that you are a DJ, it is WSAM's property and to take is considered stealing from the station.
- ❑ There is a 24-hour surveillance system in the music library. If you steal a CD, be warned, the library very well organized. The presence of CDs in their cases is checked daily. You **will** be caught if you steal any CDs or records.
- ❑ Anyone who is caught stealing **will** be prosecuted in a court of law.
- ❑ The only wall where stickers are allowed is the wall where the Newer CDs are shelved.

#### **PROGRAM GUIDE**

- ❑ If not followed, you tell us that you don't know how to follow a program guide. In order to get your DJ privileges back, you must attend sessions with the Program Director or General Manager before having your privileges reinstated. These sessions are only offered Saturday mornings at 8:30 am.

#### **PLAYLIST**

- ❑ Fill out playlists completely. If you do not know the album title, look it up online. There is no excuse.
- ❑ Action will be taken against any DJ who fails to do this **ONCE**.
- ❑ All DJs are required to play at **least three (3) New** selections from the New Arrival section.
- ❑ 50% of show material/playlist is from the last four months
- ❑ 50% of show material/playlist is from whenever
- ❑ If you want to do an oldies or a specific time era type show, speak with the Program Director.

#### **POSTERS, STICKERS & GIVEAWAYS**

- ❑ All posters that are put up are to be adhered with Funtack© (poster putty) only. No Scotch© tape is allowed, as it will ruin the freshly painted walls.
- ❑ Stickers are only allowed on the designated wall in the library.

Giveaways are for our listeners **only**. Free giveaways for the week will be posted and DJs must sign up to receive them. The listener who is awarded the giveaway will obtain it from the Program Director.