**HOW TO BECOME A KWLP VOLUNTEER DJ**

(Use this as a checklist)

* **Call or stop by the station and talk with staff**
* **Review the station policy and procedure handbook thoroughly**
  + **(available at station and on website)**
* **Sign the form agreeing to comply with station rules**
  + **(the last page of handbook)**
  + **turn it in to station manager**
* **Submit a show proposal form to station manager**
  + **Staff can explain and help**
  + **Form is at the station and on the website volunteer page**
* **After show proposal is approved- meet with station staff to :**
  + **Schedule training sessions to:**
    - **Review important parts of policy with station manager**
    - **Get a “head shot photo taken ( by any staff or submit one)**
      * **If you submit one it need to be jpeg or pdf and not pixilate when blown up**
    - **Be introduced to broadcast board operations by tech staff**
    - **Receive initial broadcaster tips and training from tech staff**
    - **Learn how to plan a show and use show plan ( with station manager or tech staff)**
    - **Practice operating board and broadcasting with any staff assistance**
  + **Get set up in P1 on-line learning training with station manager**
  + **Sit in and observe other djs in action**
  + **Brainstorm ideas for show promotions: slogans, branding, liners and graphics with station manager or tech staff**
  + **Get music library directories for your show genre from any staff**
* **Submit a DJ bio to station manager**
  + **3 or 4 sentences about self and why you are doing show**
  + **(staff can help)**
* **Submit a proposed show plan to station manager**
  + **Submit a proposed show plan**
* **After show plan is approved, meet with station manager to:**
  + **Schedule a show time and initial show date**
  + **Receive welcome incentives**
  + **Agree on show branding ( theme, graphics, etc.,.)**
  + **Schedule time with tech staff to record show promos and liners**
* **Record promos and liners with tech staff**
* **Practice more with staff, other volunteers and on your own, as it works for you**
* **After show is scheduled and first show date is promoted- Start Having Fun!!!!!**