

Intro to Radio Operations

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Who should take this class?

This class is for people interested in submitting content to the radio station, Radio (104.7 FM) interns, and potential radio station programmers (those who want to record and review content for the station).

What about live programming or DJing?

Denver Open Media 104.7FM is not currently set up for rotating DJs. However, it is possible to broadcast live on the radio station. Those folks who are interested in broadcasting live should take the [Intro to Studio Production](#) class.

What is Denver 104.7FM?

KOMF-LP Denver Open Media 104.7 FM radio is the first-ever Low-Power FM (LPFM) community station for Denver. We are the result of the collaborative efforts of dedicated people, including many volunteers, from the Denver Open Media Foundation (OMF) and Denver Hackerspace (DenHac) – with help from an Act of Congress! Our mission is to bring a new kind of truly local community radio to Denver, reflecting our city’s music, arts and culture, and expanding the OMF mission of free speech and putting the power of local media in the hands of the people.

Branding

The radio station should be referred to as “Denver Open Media 104.7FM” on air and in print, except when giving the top-of-the-hour station identification as required by the FCC (KOMF Denver).

Main reference for station volunteers and contributors

Refer to the [KOMF Volunteer-Contributor Manual](#) as a complete reference for station volunteers, operators and contributors. The manual includes:

- Introduction
- History
- Overall Governance
- Information for Programmers
- Federal Communications Commission (FCC) - Obscenity, etc.
- Underwriting

- Rules of Conduct
- Programmer Contract of Understanding

How to submit content to the radio station

A Basic membership or higher at Denver Open Media allows individuals or organizations to submit content (songs, podcasts, recordings, etc.) to the radio station. Click here for membership information.

Once a member, follow these simple [instructions](#) to upload content.

A quick look at Audacity

Audacity is a free and open-source software programming for creating and editing audio files. The program can be downloaded for Windows or Mac at AudacityTeam.org.

-Getting ready

1. Connect a USB mic and headphones
2. Open Audacity

-Set up your project

1. Click File-New
2. Go to Audacity-Preferences
3. Click on Quality on the left
4. Make sure Default Sample Rate is set to 44100 Hz
5. Make sure Default Sample Format is set to 32-bit float
6. Click on Recording on the left
7. Click the checkbox for Software Playthrough if you want to be able to hear while recording
8. Click OK

-Start recording

1. Select the microphone in the source dropdown
2. Click the record button
3. Adjust levels with the slider next to the microphone icon
4. Levels should peak around -6db
5. Press the spacebar to listen to your recording

-Record additional tracks

1. Click the record button; a new track will automatically open and start recording
2. To record on an existing track, select that track and hold shift while clicking the record button

-Tracks

1. Click on the Audio Track box to rename your track
2. Click on the X to delete a track
3. Click Mute to mute a track
4. Click Solo to mute the other tracks
5. Adjust levels and panning with the sliders
6. Use the Time-Shift tool to move the clip back and forth along the track

-Simple edits

1. Select the track that you want to change
2. Click on the magnifying glasses to zoom in and out
3. Click on the selection tool and click and drag to select a portion of a track
4. Press the delete key to delete it
5. Press Command-Z to undo

-Add music

1. Select File-Import-Audio
2. Navigate to music track
3. Click Open

-Adjust volume of track over time

1. Select the track
2. Select the Envelope tool
3. Click on the track to create a keyframe
4. Select on other part of track to create another keyframe
5. Click and drag on keyframes to create volume ramps

-Exporting

1. Click File-Export Audio
2. Navigate Where to save location
3. Change File type to MP3 Files
4. Click Save

On-air techniques and best practices

- [Microphone techniques](#)
- Art of the [segue](#)
 - [Beatmatching](#)
 - [Radio sweepers](#)
 - Talking over instrumental open
- [Interview skills](#)
- [How best to use your voice](#)
- Frequent station identification
- Frequent mention of the show name
- Back-and-forth promotions
 - Promote what the listener has just heard as well as what is coming up

RadioDJ software

This is the automation software that runs the radio station 24 hours per day. The software pulls out the programming submitted through the DOM site, schedules it, and send it to broadcast. Currently, Dave Dieter (KOMF-LP general manager) operates this software. Members and contributors, at this time, should just be aware of this software and its purpose.

Some compelling examples of radio shows and podcasts

[Welcome to Night Vale](#)

[This American Life](#)

[Radiolab](#)

[Third Coast International Audio Festival](#)

[Transom](#)

Extras

[Class Rundown](#)

[FCC Coverage Map](#)

Articles of Interest

[Court of Appeals Strikes Down FCC Indecency Rules](#)

[Looking at the FCC's Indecency Rules - Does Anyone Know What's Prohibited and What's Permitted?](#)

[F*** Yeah! Supreme Court Tosses Out "Vague" FCC Indecency Fines Against Fox And ABC](#)