

Name: _____



Radio Checklist

4 WEEKS PRIOR:

- Inform Parents of Due Date
Parent Initials _____
- Meet with partner to determine script responsibilities
- Check school websites to begin gathering information

3 WEEKS PRIOR:

- Check Radio Binder to look for announcements for your week
- Check with Mrs. Thompson for CKMS announcements
- Begin writing script
Returnee writes 2, newbie 1

2 WEEKS PRIOR:

- Check Radio Binder to look for announcements for your week
- Call schools with no websites or to get more information
- Continue working on script
Returnee writes 3rd script

1 WEEK PRIOR:

- Print draft of scripts and submit to Mr. M for approval
- Make corrections on scripts and resubmit to Mr. M
- Meet with partner and record audio parts

Radio Due Date

THURSDAY

Radio Air Dates

MONDAY

WEDNESDAY

FRIDAY

Week of Due Date

- Edit audio files in Audacity on a computer
- Upon completion, listen to file to check for errors
- Get another CKTV student to listen for errors. Student initials _____
- Submit to Mr. M for final approval
- Make corrections if necessary
- Export as MP3
- Copy files to CKTV Server in **Radio Files** folder

Save MP3 like this:

Tag Name	Tag Value
Artist Name	Micah Matsunaga & Kaden Keep
Track Title	CKMS Inside Scoop
Album Title	Monday, August 5, 2013
Track Number	
Year	2013
Genre	Radio
Comments	

Use arrow keys (or RETURN key after editing) to navigate fields.

Add Remove Clear

Genres: Edit... Reset...

Template: Load... Save... Set Default

Cancel OK