

**Welcome** to the coolest place on campus, well worth the climb up the hill.

A little history for ya...

Radio McGill was a club formed back in the '60s until it finally was granted an FM license from the CRTC in Nov. 1987. It's the real deal, sitting pretty on the left of your radio dial at 90.3 FM, beaming out to the greater Montreal area, reaching as far south as the U.S. border and as far north as the Laurentian Mountains. We know this because Industry Canada gave us a map showing us the radius of our signal. We believe it because our late night hip hop shows get fan mail from Upstate New York Correctional Facilities and farmers from Trois Rivieres drive down in their pick up trucks to show their support for our Arcadian music show. This just to illustrate that the signal is wide, the audience vast and the programming varied.

We broadcast 24-7, 365 days a year. From the moment the signal was switched on in '87 we got behind the mic and haven't shut up since (except for the infamous forced holiday of Ice Storm '98). Other than this its been yammer yammer, rey-rey, blah-blah-blah, 'bout this/'bout that, 'bout big issues, 'bout little issues, 'bout what's happening around the corner, what's happening around the world, all mixed in with plenty o' tunes. Epic tunes, pop ditties, ear splitting speed metal, bouncy soca, phat beats, laptop electronica, math rock, post rock, new country, dancehall, compa, salsa, chutney, souffi, raga-ragga, g-funk, Miami bass, old-skool, jungle, trip hop, hip hop, be-bop, dub, ska, free jazz, klezmer, zouk, ambient, new wave, no wave...(phew!)

The transmitter is the engine, the programmers are the fuel and those of us who work here do a lot of shoveling. We shovel contacts, communiqués, CDs, telephone calls, emails, workshops, mini discs, meetings, and we direct traffic. CKUT is a freeway with engine checking pit stops (Programming Committee/ policy book/ rules and regulations) and money gathering toll booths (funding drive/ advertising). We try to move quickly, pick up lots of passengers, and keep the pollutants and road kill to a minimum. It's a high traffic area with artists, community groups, activists, and eccentrics passing through. So, look both ways before crossing, put on your training wheels and be sure to pick up hitch-hikers.

### **The hitch-hikers and the chauffeurs**

Volunteers - there are approximately 300 volunteers passing through CKUT all of whom make up our programmers, hosts, producers, djs, journalists, technicians, librarians, musicians, poets, van drivers, . . .

You can meet the volunteers at the station, social events, funding drive, the annual general meeting or just call them while they're on the air and invite them to your home: 514-448-4013.

Staff - a handful of paid staff work at the station to coordinate all the behind the scenes work that volunteers don't wanna do but is crucial to keeping the station on the air. We are here to steer this crazy mother and to help you on your way:

<b>Who?</b>	<b>Who??</b>	<b>Oh!</b>	<b>Aaaah!</b>
Louise	Sales Coordinator	4975	sales@ckut.ca
Juliet	Fundraising	8991	funding@ckut.ca
Kristiana	Music Coordinator	0842	music@ckut.ca
Andrea - Jane	Music Resources	2599	music@ckut.ca
Marc	Production	2545	production@ckut.ca
Gretchen	News Coordinator	6788	news@ckut.ca
Charlotte	Spoken Word	2593	culture@ckut.ca
Julie	Accounting	5104	accounting@ckut.ca

## **Iwannashow**

I want a show I wanna show iwannashow

Take a deep breath, getting a show on CKUT takes a lot of time for two reasons:

1. you have to get yourself trained, prepared and focused
2. there are only 24 hours in a day

## **What can I be?**

**Producer** – responsible for putting a show together, i.e. making sure that there is quality content on the show, making sure the show flows, making sure that the show fills out its mandate, recruiting for the show, giving the show a vision.

**Contributor** – provides short pieces on a regular basis, either pre-recorded or live, to one or more music and/or spoken word shows.

**On-Air Technician** – elsewhere called the sound engineer, s/he is the unsung hero of every show, putting live and pre-recorded voices, music and sound effects over the airwaves; master of the console and all the attached equipment (cd & md players and cassette decks & reels, phone patch and mics). The technician is also responsible for filling out the program logs.

**Pre-Production Technician** – a rare and highly-prized specimen (full grown) that is able to use our production studio to record live & phone interviews, edit, mix and add the special effects that elevate a show to the next level. Any curious person can develop into one of these - all training is provided by the station, all we ask is that you can be available to help other programmers once you've been trained.

**Sound-brarian** – sort of a librarian, but for sound! Sound-brarians get to process, sort and catalogue all the outrageous music CKUT receives from independent artists and distributors.

**Sound Artists** – mess 'round with sound, tell some stories through it, bathe in it in digital and analog formats.

**Promo Team Member** – messengers who spread the good word about our shows, events, funding drive and existence. We need volunteers unafraid to walk'n'talk CKUT. Help us put on events and make connections to the campus and community.

## What kinds of shows?

### **SPOKEN WORD (arts/culture) & NEWS (public affairs)**

(this is a sample of the shows you can get involved with)

**Movement Museum** (Thursdays 2-3pm) – Spotlight on dance and movement with an emphasis on marginalized forms like capoeira, butoh, b-boying and contemporary dance.

**Soul Perspectives** (Tuesdays 7-8.30pm) - Passionate discussion and debate highlighting the full breadth and depth of the Montreal Black experience.

**Ecolibrium** (Tuesdays 11-12) - Airing ecological questions, green news and environmental soundscapes.

**Café** (Fridays 6-7pm) - For those wondering what to do with their weekend, café offers interviews with local artists and coverage of happenings, gallery events, festivals and music shows around town.

**Hersay** (Wednesdays 6-7pm) - CKUT is always looking for contributors to explore women's issues and stories from the role of women in Nepal to mothers breaking down breastfeeding, to raging grannies speaking against injustice to spotlights on women artists and innovators. Collectives include OWL (Older Women Live), In the Motherhood, Spitfyah! and AudioSmut.

**The Morning After** (weekdays 7-9am) - Coverage and commentary of local and global music, culture, community events & news. interviews, audio art, editorials, book reviews, rants and more. Always seeking new hosts, producers, contributors and short order cooks.

**All Things McGill** - McGill's students in-house show covering local and student events, concert listings and controversial campus news. Guest student DJ spots, interviews with student bands and conversations with cool professors. Students are encouraged to add their voice to the team.

**Radio Art Collective / Radia** - CKUT's radio art collective is open to any one interested in the creative possibilities of radio. We are currently working with Radia, a sound-art program produced and aired by a collective of international radio stations. We revel in exploring the sonic possibilities of the production studio, building noise-making gadgets, producing nonsensical and ear-altering sound pieces and altering the soundscape of our mental environment. For info: [radia@ckut.ca](mailto:radia@ckut.ca)

**To get involved, contact the spoken word department at 514-448-4041 x2593 or [culture@ckut.ca](mailto:culture@ckut.ca)**

**Off The Hour** – for media activists a good place to start is OFF THE HOUR, CKUT's flagship news program weekdays from 5pm to 6pm.

**For more info call 514-448-4041 x6788 or email [news@ckut.ca](mailto:news@ckut.ca)!**

## MUSIC MUSIC MUSIC MUSIC

CKUT's music shows span all genres, styles and eras, with a focus on the inspiring and the under-heard. We are always open to new proposals and ideas, and have a number of programs that are always looking for new contributors:

**If You Got Ears** – a weekly dose of the outest music, hosted by an eccentric collective seeking new freaks to co-mutate.

**Jazz Euphorium** – a weekly show focusing on jazz, both standard and free, hosted by a rotating collective of volunteers that is ever evolving and expanding.

**Montreal Sessions** – every month a different local musician, dj, mc or sound artist takes the helm of this weekly 2-hour program, sharing live performances, favourite music and provocative interviews. Sign up for a month and sink your teeth into some great radio!

**New Shit** – a weekly show focusing on new releases and artists that are passing through town; a training ground for on-air technicians and a show that is always open to new contributors' interviews and show reviews!

**Underground Sounds** – a weekly show focusing on Canadian independent music. Seeking features, interviews and techs!

**Venus** – a weekly show focusing on women and music, open to input from all femme-tastic volunteers.

**World Skip The Beat** – music from the 4 corners of the globe, brought to you by a collective of volunteers from all over. If you have an interest or special knowledge in traditional music from parts far and wide, join the program!

**Please contact the music department at 514-448-4041 x0842 or email [music@ckut.ca](mailto:music@ckut.ca)**

## Training

Anybody who gets should give. Everybody here is a volunteer, including the salaried folk. In that spirit, sharing your skills with others is essential to keep CKUT plump and full of it (knowledge, that is). Everybody has a trick they can teach, and if you don't, we'll teach you a few, and you can teach others and they can teach others and they can teach others...

### Training **Station Orientation**

What? Get a tour and learn the basics about how we do it.  
When? The 3<sup>rd</sup> Thursday of every month at 12, 3 or 6pm  
Who? All staff and some volunteers facilitate orientations.  
No need to register, just drop by!

### Training **Library Orientation**

What? Mastering our music library system is the mandatory first stop for all new CKUT volunteers.  
When? Mondays at 5pm or Wednesdays at 3:30pm  
Who? Andrea-Jane 448-4041 ext 2599.  
No need to register, just drop by!

### Training **Portables**

What? Record interviews and collect sounds using digital MD or hard-disk recorders.

When? Every Wednesday from 1 – 2pm or call to schedule.

Who? To book contact Charlotte, 514-448-4041 x2593 or [culture@ckut.ca](mailto:culture@ckut.ca); or Gretchen, x6788 or [news@ckut.ca](mailto:news@ckut.ca).

### Training **Studio Basics**

What? A must for all volunteers interested in participating in on-air programming and radio production at the station. Learn the basic rules and operations of our 3, broadcast-capable studios!

When? Mondays at 12pm or Wednesdays at 5pm

Who? To book contact Gretchen, 514-448-4041 x6788 or [news@ckut.ca](mailto:news@ckut.ca).

### Training **MCR (on-air tech-ing)**

What? Push all the right buttons to make radio happen!

When? This 2-part training is scheduled at various times/days. Call or email to schedule!

Who? To book contact Kristiana, 514-448-4041 x0842 or [music@ckut.ca](mailto:music@ckut.ca)

### Training **PCR (pre-recorded production)**

What? Pre-produce your sound, cut ‘n paste, phoners, more! A 2-part training to introduce you to the wonders of recording and editing.

When? Wednesdays (part 1) and Fridays (part 2) at 12pm.

Who? To book contact Marc, 514-448-4041 x2545 or [production@ckut.ca](mailto:production@ckut.ca).

### Training **Days**

What? Twice a year we throw down for all the CKUT peoples, with workshops on program formatting, DJ and interview skills, mic techniques, production and field recording tricks, researching music and news, fundraising, broadcast regulations and much more.

When? Keep your eyes peeled for notices up around the station and in CKUT’s member newsletter!

Who? All staff participate in Training Days, and we also recruit experienced volunteers and professionals from outside the station to pitch in.

### Training **PSAs**

What? Produce a **Public Service Announcements** and hone your newly acquired recording, mic, and multi-track editing skills. You must have completed Studio Basics in order to take part in this training. This training is ideal for those who have just completed pCr training and want to practice their skills or those who are interested in producing something short and sweet that will go to air.

When and Who? To take part in the PSA training sessions, contact Juliet at [funding@ckut.ca](mailto:funding@ckut.ca).

### Training **Odds & Ends**

What? In addition to all the skill-building above, CKUT staff coordinate itinerant sessions in their areas of interest and specialty, ranging from field recording with Charlotte ([culture@ckut.ca](mailto:culture@ckut.ca)) studio recording with Marc ([production@ckut.ca](mailto:production@ckut.ca)), interview techniques with Kristiana ([music@ckut.ca](mailto:music@ckut.ca)), to the labour-intensive but rewarding radio “boot camp” coordinated by “no-nonsense” Gretchen

(news@ckut.ca).

When? Times vary and can sometimes be tailored to suit the needs of you or your programming collective.

Who: Contact the friendly people at the addresses above for details on upcoming training opportunities!

## **The Music Library: a world of wonders**

### **Stage 1**

The station receives music from independent artists and distributors who wish to have their releases played on CKUT and kept as part of the station's permanent collection. The Music Department may also solicit promo copies of albums on behalf of the library. Currently the Music Department only accepts releases on CD or vinyl. The station receives upwards of 150 CDs per week from around the world. Upon arrival, the music is entered onto our mail log database and stored in the Department office.

### **Stage 2**

CDs are separated into listening stacks and distributed to trustworthy volunteers and staff. Discs are reviewed and classified according to genre, with all information (artist, title, company, comments, genre) collected in an online database.

### **Stage 3**

Music is processed, using info from the database, according to the detailed classification system established at the station. CDs and records are given codes, labels, and marked with "CKUT" for identification. Once the music has been processed, it enters

MCR (the on-air studio) as a New Release.

### **Stage 4**

After 2-3 months in MCR, CDs and records are moved to their final resting place in the main library, where music is also categorized alphabetically by genre.

### **Stage 5**

The music library is a resource for all CKUT programmers. This is NOT a lending library! No CDs or records can leave the station. If there is something you want to hear, use the listening room located in the library for this purpose. Return music WHERE IT CAME FROM, so that other volunteers can find it and enjoy it again! Re-file all music in its proper place alphabetically, categorically, and chronologically (new releases in MCR, older releases in the library). Return "lock up" discs to the "lock up" cabinet. Use the handy yellow place-holders in the library to mark where you took a CD, so you can remember where to put it back!

## **The Archives**

### **What are the archives?**

CKUT's archives are an inventory of some of our best programming over the years. Since 1992, several attempts have been made to build and refine these archives. If you own any vintage CKUT material, bring it in so we can store it! Archives are stored on Reel-to-reel, Minidisc and CD and are available to all volunteers at CKUT. For more information, contact Marc at 448-4041 ext.2545 or production@ckut.ca.

### **Where are the archives?**

Reel-to-reel tape archives are kept in the production studio. They are gradually being restored and transferred to CD. A large black binder on a shelf in the production studio contains archived CDs. The station's server contains an "archives on CD database" with all titles available on CD, their duration, a brief description of content and the original date of recording.

### **Does programming get archived?**

Every show that airs on CKUT is temporarily archived in MP3 format on-line. Recent programs are stored in 3 resolutions:

\* 64 kbps (medium quality, stereo) average about 28 mb/hour and are kept for two weeks.

\*128 kbps (best quality, stereo) average about 50 mb/hour and are kept for one week.

Visit the archives at <http://ckut.ca/archives.php> to download programs you missed!

## **The Volunteer Room**

Welcome to the volunteer room: paint the walls, read the books, use the computers – it's all yours!

### **The Computers**

Computers are at your disposal to access the Internet, write up and print your ideas or to simply give them the love they cry out for. The computers are outfitted with sound editing software, so if the studios are booked up and you're in a pinch, slide into one of the available seats and make radio magic. The

studios are still preferable for sound projects, but for minor touch-ups, the volunteer room is yours.

### **The Coffee**

Take some. Make some. Wash your own cup.

### **The Magazines, Newspapers and Books**

CKUT receives magazines, newspapers and books on a regular basis. These are available in the volunteer room for your reading pleasure and for review. If we don't have something that you want, ask and you could receive.

## **Press accreditation and guest list policy**

CKUT covers all kinds of events (festivals, conferences, music, theatre, etc.) for programming purposes. If a volunteer wishes to attend any event on behalf of CKUT, he or she must request authorization from a programming coordinator. Press accreditations are limited and are granted to volunteers based on their participation at CKUT. Under no circumstances can a volunteer request a press accreditation or guest list spot on behalf of their involvement in the station without prior authorization from CKUT staff. Doing this not only undermines CKUT dealings with local organizations and promoters, but prevents other volunteers from accomplishing their work.

If you are interested in going to an event please check with the Music Department or the Spoken Word Department to see if

there is already a list for the event. Lists are kept in books located at the entrance in the volunteer room. Add your name at the end of any lists in a book. If there is no list for the event, put the name of the event, the date, the location, and the name of the promoter on a new event sheet and add it to the FRONT of the binder, in order of date. Do not put two events on a single sheet. Consult the “Wish Books” for further details!

### **Long distance**

CKUT covers all long distance telephone charges when calls are directly related to CKUT programming ( i.e. interviews, ordering equipment, etc.). When you need to make a long distance phone call for your show, please see a programming coordinator to obtain a long distance phone code.

### **Equipment**

#### **Studios**

CKUT has three “control rooms” or studios: **MCR** (the **main control room**, or on-air studio), **PCR** (the **production control room**) and **Studio B** (the **backup studio**). Each of these can be used to broadcast on-air or to pre-produce radio material: however, **MCR** is usually in use for live-to-air broadcasting while **PCR** is used for most pre-production work, with **Studio B** as its overflow or backup. All studios have phone patches so you can produce interviews over the phone, wherever your

guest is in the world. All studios also have computers that allow you to download and playback digital sound: **PCR** and **Studio B** have computers equipped with software for digital audio recording, editing, mixing and uploading. Only trained volunteers can book studio time using the online scheduler at <http://secure.ckut.ca/reserve/>. Contact your PCR trainer or programming coordinator for login details.

#### **Portables**

CKUT has portable digital recording equipment that can be signed out to record interviews on the town or riots in the streets. Volunteers have access to 2 minidisc recorder kits and 4 digital hard-disk recorder kits. To sign out one of these babies you must prove that you know how to use it and care for it. You can get trained on the recorders by making an appointment with the News (x6788) or Spoken Word coordinators (x2593).

Once you are trained, you can reserve a portable recorder on-line and sign it out from any of our helpful programming coordinators (News, Spoken Word or Music). CKUT loans out minidisc players for a 24-hour period on weekdays, so if you want it for longer you will need a special reason or a weekend. Once the minidisc recorder is in your hands, it is your responsibility (\$\$\$!!!) so be gentle and loving. If you bring it back late, you will be faced with a fine: it’s all about respect for the volunteer who needs it next.

#### **The Remote Kit**

CKUT has a portable (heavy, but portable!) kit that we take out on the town for live broadcasts from special events. If you are interested in coordinating a special live broadcast outside the

station, contact your programming coordinator. If you just wanna learn the ropes and assist with live radio broadcasts all over the city, contact Marc at 514-448-4041 x2545 to set up a remote kit orientation session.

## **Departments**

### **Music & Spoken Word**

The programming departments (Music and Spoken Word) keep CKUT rooted in its mandate and your ears. Working with both seasoned radio types and newbies, these departments help develop ear-tingling programming through community contacts, radio skill-building and radical resources.

### **Advertising**

CKUT's broadcast license limits the number of ads we can air to 4 minutes per hour: half the time of commercial radio. Our listeners look to us as a refuge from the barrage of ads assaulting them in their daily lives. We pride ourselves on not being a commercial station, however we do air ads that complement our programming rather than detract from it: ads which reach out to the diverse communities we represent and connect us with the grassroots. Ads are cheap and available to local businesses and events. CKUT has a production studio in which we can create something unique. We encourage businesses and organizations to take an active part in the production process (voicing the ad, choosing music etc.). In line with our mandate, CKUT provides a forum for alternative events, groups and programs in Montreal communities through a special promotional service called "Co-

Presentations". Co-Presentations are created to assist such events or groups that CKUT believes deserve more attention and awareness in the Montreal community but, because of limited resources, have trouble attaining it independently. We offer two weeks of intensive advertising and ask that our logo appear on the event's print advertising. Cost is sliding scale.

### **Fundraising**

Although often overlooked, the fundraising department is the heart of CKUT, pumping life into the plans and projects of the station. Activities in this department include coordinating the annual on-air funding drive, researching/developing grants and promoting the station on McGill's campus and around the city. Each year, CKUT 90.3 FM holds an On-Air Funding Drive: a marathon radio-telethon with special events, special programming and special guests. As a non-profit station, funds generated from the drive are crucial to the station's existence and all donations are put directly towards the costly maintenance of our station. Similar funding drives are held by other campus/community stations all across Canada. During the Drive, we need extra help to answer phones, enter data, coordinate benefits and promote the drive all over Montreal. Contact Juliet at [funding@ckut.ca](mailto:funding@ckut.ca) to volunteer.

### **Production**

CKUT's Production Studio (PCR) is equipped with a digital audio workstation, professional monitoring equipment, an isolated vox booth for voice-over recording, an array of playback and recording equipment (DAT, cassette, MD, CD) and a variety of outboard effects and dynamics processors. PCR handles pre-recorded material for CKUT (ads, station ids,

station promotions, pre-taped interviews, documentaries and occasionally radio plays and other special projects). The studio is also available as a resource for volunteers. To become active in Production you must complete PCR training and have a valid station membership card. Trained producers are a resource for new production volunteers and volunteers requiring technicians for recording sessions.

## **Committees and What They Do**

### **Steering**

The Steering Committee is the main administrative body of the station and is composed of all paid staff members and a number of elected volunteer representatives. The Steering Committee meets once a week to make decisions regarding both the daily activities of the station as well as its long-term plans.

#### **How can I get in on the action?**

Volunteer music, spoken word and production representatives are elected to steering annually at the Annual General Meeting each November.

### **Programming**

The Programming Committee is charged with monitoring, reviewing and scheduling all on-air activities. New program proposals and changes in the schedule, as well as special programming and pre-emptions, must all be approved by the Programming Committee. The actual content of each program is planned by the show's hosts in accordance with their particular mandate as agreed to by this Committee.

### **How can I get in on the action?**

Members of the Programming Committee are volunteers elected at the Annual General Meeting. They represent different aspects of CKUT's programming (i.e. music, spoken word, community, black bloc, student and French programmers). The Spoken Word and Music Coordinators serve as non-voting resources on the Committee.

### **Board of Directors**

The Board is responsible for the long-term vision of CKUT, contract negotiations and other station altering decisions. There's a whole lotta people that sit on the board, 12 to be exact. They are McGill faculty reps, McGill student reps, volunteer reps, staff reps and everyone else in between.

#### **How can I get in on the action?**

To fluff your feathers on the board, elections for volunteer positions are held at the Annual General Meeting.

## WHAT NEXT?

### Music

- 1) VOLUNTEER IN THE MUSIC LIBRARY (CONTACT ANDREA-JANE AT 514-448-4041 X2599 OR LIBRARY@CKUT.CA)
- 2) TAKE MCR TRAINING
- 3) LISTEN TO CKUT SHOWS AND MEET OTHER PROGRAMMERS
- 4) CONTRIBUTE TO COLLECTIVE SHOWS OR FILL-INS
- 5) WRITE A SHOW PROPOSAL AND RECORD AN AUDIO DEMO
- 6) HOST YOUR OWN SHOW!

### Spoken Word

- 1) GET TRAINED: ORIENTATIONS, STUDIO BASICS, PORTABLES, MCR, PCR
- 2) LISTEN TO THE SHOWS THAT FASCINATE YOU
- 3) CONTRIBUTE TO OR BE A TECH FOR ONE OF THEM
- 4) TEAM UP WITH SOME OTHER GREAT VOLUNTEERS
- 5) WRITE A SHOW PROPOSAL AND RECORD AN AUDIO DEMO
- 6) HOST YOUR OWN SHOW TOGETHER!

### News

- 1) SHOW UP AT A NEWS MEETING, THURSDAYS AT 6PM
- 2) GET TRAINED: ORIENTATIONS, STUDIO BASICS, PORTABLES, MCR, PCR
- 3) CONTRIBUTE TO A NEWS SHOW
- 4) BE A MEDIA ACTIVIST!

### Production

- 1) GET TRAINED: ORIENTATIONS, STUDIO BASICS, MCR, PCR
- 2) JOIN THE PRODUCTION TECH LIST
- 3) MAKE STATION IDS, PUBLIC SERVICE ANNOUNCEMENTS, SHOW PROMOS AND MORE
- 4) HELP OUT THE POOR HELPLESS NON-TECHIES

### Promo/Fundraising

- 1) HELP OUT AT STATION BENEFITS AND EVENTS (CONTACT JULIET AT 514-448-4041 X8991 OR FUNDING@CKUT.CA)
- 2) ASSIST DURING THE FUNDING DRIVE
- 3) SPREAD THE WORD ABOUT CKUT
- 4) FEEL GOOD, BE HAPPY

Updated: May 2008