



COOKHAM SUMMER FM

Let's All Make it Happen!

12 June - 9 July 2006

SOME QUESTIONS ANSWERED

I know nothing about radio programmes can I be part of Cookham Summer FM?

Most people involved in Cookham Summer FM know very little about radio if anything at all, luckily we do have some media professionals who can help us and give advice. We are not trying to compete with the BBC we are trying to have a radio station that will allow everyone to find out about the community they live in and enjoy themselves. You can help behind the scenes if you don't want to actually talk on air, but you may find you want to give it a go on the mic once it has all started.

I would like to make a radio programme what do I do?

There are notes on making programmes on the website at www.csfm.org.uk. The main thing is to decide what your subject is and what type of programme you want to make, live or pre-recorded or a mixture, with what features eg phone-in, discussion, drama, music etc etc, the sky is the limit. Also with radio you can pretend things are happening, add your own sound effects, cook a lobster thermidore or blast off into space even. Contact Liz Kwantes on 01628 525130 or e-mail liz@csfm.org.uk to organise a slot for your programme and she will put you in contact with one of the programme schedulers. If the programme is live tell her when you would like it to be transmitted.

I would like the programme pre-recorded, what happens now?

- If you are doing just a one to one interview with someone you can borrow an MP3 player from Richard Wheeler, 01628 810394 and do the recording yourself. Return the MP3 player to Richard with the recorded file on it.
- If you are knowledgeable about recording you can do it yourself, NO TAPES however. Recording can be on mini disc or CD in audio .wav format. Please ensure that Richard Wheeler has the programme at least three days in advance of the programme by leaving it in the pigeon hole at the station or giving it to Richard if before 12 June.
- You can also ask for help in recording your programme. We have a recording studio at the Odney Club or you may want a concert or drama recorded somewhere else. Ask Richard Wheeler 01628 810394 if you want someone to help with the recording.

What happens at the Odney Club?

There is a recording studio at the Odney Club. You can use the Odney Club by yourself or with someone to do the recording for you, contact Richard Wheeler 01628 810394 to book a slot. If you are doing your own recording the key can be obtained from the Odney Club's main reception desk, you should book the room with Richard though anyway.

I have recorded an interview on my own recorder, but there are some bits I need deleted.

You can edit the interview yourself using Audacity which is free and can be downloaded from the www.csfm.org.uk website. Choose Programmes on the left hand menu. It is very

easy to use, takes very little time to download to your computer and can be learnt in a few minutes.

I would prefer to get someone else to edit the programme for me?

Contact Richard Wheeler 01628 810394 and he will arrange for someone to edit the file for you.

I would like to learn about editing a pre-recorded programme and using the equipment.

There will be a Work Shop every Wednesday from 29th April at 8pm at the Odney Club.

There will be a limit on numbers so you need to book yourself in with Richard Wheeler.

01628 810394. If a group of you would like to book the Odney Club recording studio, you can always organise a different time, just ask Richard.

I want to do my programme live and have some vinyl records and CDs as part of the programme, can I have them played?

Yes there will be the facility to play vinyl, CDs and mini discs.

I would prefer to work behind the scenes, what can I do?

We need people to man the studio from 7am until 11pm daily so lots of help is needed. We need a Studio team who can ensure that everything runs smoothly, you can be a Studio Manager or be their helper and look after visitors, take phone calls, put up photos, look after spot prizes and a myriad other things needed on a day to day basis. There will be a short training before we go on air to ensure you feel quite confident, although it is all fairly obvious. There will be the opportunity to read the news if you become daring and want to try out a mic. Contact Lesley Aston 01628 523594 if you would like to be part of a studio team.

We also need technicians to operate the equipment around the clock, so if you fancy a go, training will be given in advance at the Odney Club. Contact Richard Wheeler 01628 810394.

CONTACTS

Richard Wheeler	01628 810394.	richard@thewordshop.co.uk
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Lesley Aston	01628 523594	laston@waitrose.com
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Fax:	01628 851056	
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Website:	www.csfm.org.uk	
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