

City Park Radio - Program Feedback Sheet

Program.....

Presenter	Date	
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Levels

Consistently matched
Voice levels OK
Voice not too close to microphone

Continuity

Music – all tracks back announced
No more than two in a row (or 10 mins)
No long breaks between items
Station ID's every 15 mins

Time Calls

At least every 10 mins
Analogue time (not digital)

Sponsorship presentation

After music back announcement
Not embellished
Sponsorship not played surrounded by CSA's and PGM Promos

News presentation

Sponsorship on time
Allows NRN tag to play out
did the presenter pick up right away at the end of the news ...
did the presenter close the channel before the next CRN announcement.
no timing pips included

Weather presentation

Follows guidelines
Straight after news (within 20 secs of news finishing), or during the program if there is no news.

Community Announcements

Mix of recorded and spoken
No more than two at a time
At least one set per hour
Was the CSA played that explains how to get a CSA submitted and played?

Program Highlights

Once an hour
No more than 3 programs highlighted from roster

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Use of program promos – eg 1 per hour
Next program and presenter be introduced close to change over

General information

Is the information about music or community event delivered with interest

Was it succinct – to the point (no waffle)

Errors

- Wrong tracks played
- CD's not cued
- Computer audio fader not on
- Double clicking DRS audio
- Wrong mics on
