
WMTS PROGRAM DIRECTOR MANUAL



DUTIES

DAY IN THE LIFE

THE SCHEDULE

ATTENDANCE

USING GOOGLE DRIVE

INTERNS

TIPS \$\$\$ (NOT THE CASH KIND)

WMTS PROGRAM DIRECTOR MANUAL

DUTIES

(FROM THE WMTS POLICY MANUAL)

Together with input from all station members, the Program Director establishes the type of programming that will be broadcast throughout the week. Once the programs have been put into place, people are to be put into appropriate slots to carry out the scheduled programs. The Program Director must integrate music, news, sports, and public affairs in a presentable and responsible manner. Involving the University community with programming is a prime responsibility. The program department is responsible for establishing and maintaining an operation program schedule and is responsible for whatever goes on the air. This is done by balancing the needs of our audience with our available resources. To set up a program schedule, first allocate time slots for different types of shows. Once the show title and definition have been developed, find people that will execute the show as defined. More often than not, a show will be defined by the human resources available. Once a show has been defined, it should remain in a consistently scheduled time. If the person hosting the show needs a temporary replacement, the replacement should make every effort to carry out the format of the show, causing the change in hosts to be transparent to the listener.

The program has three seasons, spring, fall, and summer (each according to the semesters). Each season's schedule should be established a few weeks before it is to go into effect.

OVERALL RESPONSIBILITIES:

- Responsible for anything that goes out on the air

- Monitors all on-air performance

- Researches audience needs and listening habits and meets them with effective programming

- Recommends disciplinary actions against station staff to the General Manager

- Selects announcing staff

- Trains and monitors all new announcers

- Schedules music shows

- Handles no-shows and replacement announcers

DAY IN THE LIFE

All managers are required to attend the CIM morning meetings each semester. These meetings are at 9:30 a.m. Monday through Friday. If your school schedule permits it is important to attend. While often there is not much to share on WMTS's end, we are a part of the CIM. Also, news shared in the morning may be useful to pass on to DJs for their shows that day. The morning meetings are also a great time to advertise what is going on with the station.

All managers are required to have at least 2 hours worth of office hours. This can be split up through out the week as your school schedule permits. (During office hours is usually a great time to knock out attendance, etc.)

A day in the life of the program director includes:

- Checking e-mails for notification of absence or issues/questions from DJs
- Sending reminders about upcoming station business (meetings, events, issues, etc.)
- Updating attendance log
- Make sure there are attendance sheets in the studio
- Listening to the station (of course!) to monitor our DJs

WMTS PROGRAM DIRECTOR MANUAL

THE SCHEDULE

The schedule is truly not that scary. The schedule should be completed within a moderate amount of time before school starts so adjustments can be made. The schedule should be finalized by the first station meeting of the semester.

PROPOSAL FORMS

WMTS Show Proposal Form: Fall 2015
 Submit this form via email to program@wmts.org, by **August 15th** for priority.

Name: _____ DJ Handle: _____
 Semesters as a DJ: ____ Year: Freshman Sophomore Junior Senior Alumni
 M Number _____
 Show Name: _____ Genre: Indie Loud Dance Country/Bluegrass Hip
 Hop/R&B Punk/Rock Talk RPM Other/Eclectic

Show Duration: 1 hr. OR 2 hr. (Pick one)
 Phone: _____ Email: _____
If your show has multiple DJs, list their contact information below:

Number the time slots you are able to do a show, with #1 being your first choice, and so on. Please list **all available options**, so we have the best chance of working you into the schedule.
 Remember: M-F 4-6PM is Bumper to Bumper so avoid that slot.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
mid-2							
2-4							
4-6							
6-8							
8-10							
10-noon							
noon-2							
2-4							
4-6							
6-8							
8-10							
10-md							

Write a short summary of your show:

What do you want to accomplish by having a radio show?

On the back please complete a sample playlist (at least 25 songs please)

Show proposals are sent to DJs (using the active DJ contact group on the Google account) over Winter and Summer breaks. It is best to send them at the beginning of the break, and e-mail reminders of the due date. There is a word document and PDF version of this file on the WMTS Google Drive account*. DJs are to fill it out electronically and e-mail it back by the due date to be put on the schedule.

*All managers have access to the WMTS master e-mail and drive account which holds all DJ info.

While receiving the proposals over break, it is important to review them and give feedback. WMTS is an alternative station. Be sure to review DJs goals for their shows as well as their playlists (no top 40!) to be sure they fit the station's purpose.

THE SCHEDULE GRID

	B	C	D	E	F	G	H
1	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	MONTAGE FROM MONTREAL	IT'S LOCAL SOMEWHERE		EMPIRE STATE OF MIND	BACKBEAT BOTTLE PARADE	ADORABLE KOALA FOREST	D-BLING RADIO SHOW
3							
4							
5							
6							
7			THE COMIC STRIP***	LOCKDOWN COVERAGE	THE JUSTIN REED SHOW	THE AFROSTUDIOUS SHOW	THE TRAINWRECK
8	ME AND NIQUE SHOW					HAPPY HOUR***	
9	BLUE ZOO RADIO SHOW		BEHIND THE MIC	THE PAT HENRY PROJECT	THE HIP-HOP EXPERIENCE	DAD GOTH	THE MOORE WITH MORGAN SHOW
10							
11		THE WATCH TOWER			UNDERGROUND RR	ELECTRONIC ROAD SHOW	STERFRY'S BUFFET
12		MUSIC BOX				RIPPED DANGER & THE KOOL AID COW	THE ROCK BLOCK
13	PEP TALK	THE URBAN ELEMENT		CULTURE SHOCK	A GUY NAMED BERNIE	VOODOO VILLAGE	THE NEIGHBORHOOD
14			CICI'S JUKEBOX				GOOD VIBES RADIO
15	THE ZOMBIE APOCALYPSE	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	
16	DEAD AIR	OLD ZENITH HI-FI	RADIO DEATH RAY	ENDLESS SHRIMP		GROOVE GARDEN***	REFRACTION RADIO
17					CURBSTOMP RADIO	OFF STREAM MEDIA	

To make the schedule grid, the Google Sheets program is used (similar to Microsoft Excel). It's simply making a table. This is to be done on the WMTS Google Drive account so that it can be sent using the DJ contact list once completed.

MAKING THE SCHEDULE

Several things are taken into account when making the schedule (once you get started it's truly not that bad).

- Seniority; DJs with seniority have priority over time slots (i.e. if two DJs request the same time, the DJ who's been with WMTS the longest gets the spot). This is why it's important for DJs to provide good availability.
- Availability; DJs should list as many available times as possible
- Show Duration; this is new in order to help fit our growing numbers all onto the schedule. DJs can choose to do an hour or 2-hour show.

- Standing; Reference the DJ Master List (on the Google Drive) to check DJs standing. If a DJ is not in good standing with the station, notify them of what they are missing, and that they're proposal cannot be honored until they've done what is necessary.

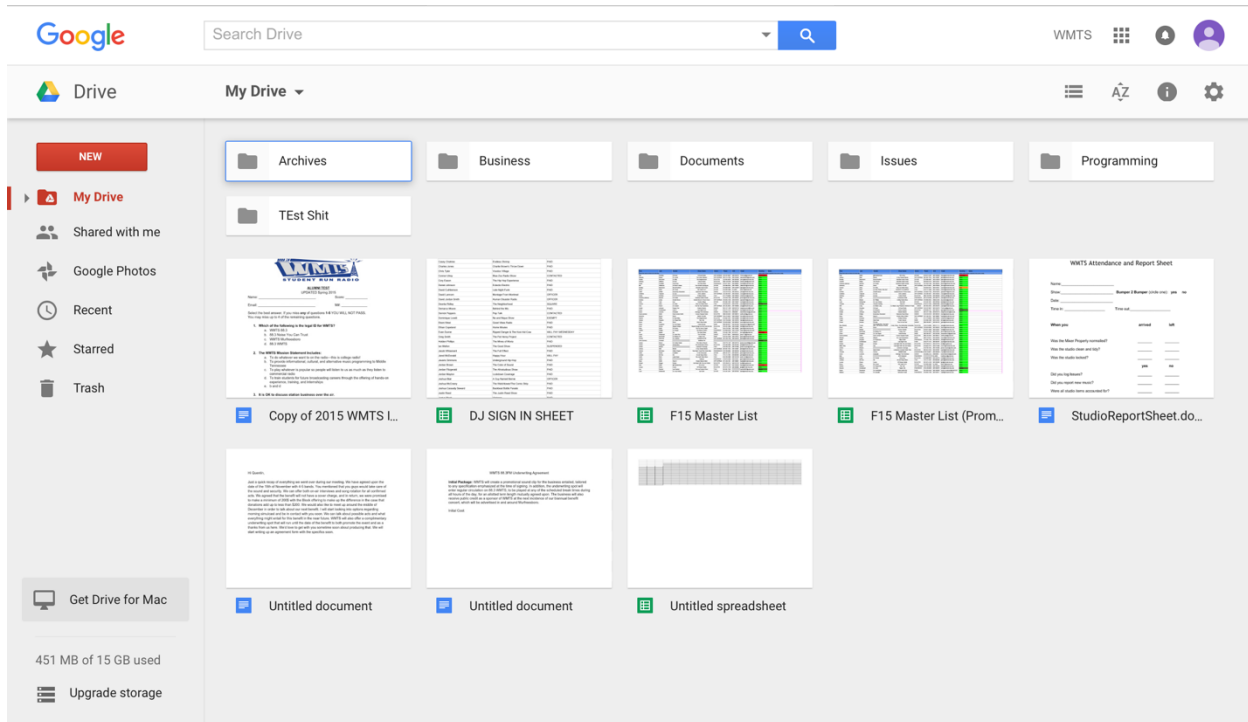
How you make the schedule is truly up to you. We've experimented with implementing a format before. It is easy to print the proposals in order to arrange them in order and then enter the information into the schedule spreadsheet. That is one method. You may come up with your own. The shows were color coded by genre, however with our newer site, this is no longer needed. (The tech director is responsible for uploading the schedule to the website so do not fret about this.)

WMTS PROGRAM DIRECTOR MANUAL

ATTENDANCE

Now that the schedule is made, let's make sure those DJs are showing up to their shows! But first a Google account crash course!

GOOGLE DRIVE



All managers have access to the main WMTS account wmts88.3@gmail.com. The password is m1987Gx2Qr. This e-mail holds the DJ contact list on Google Drive – drive.google.com (which the program director makes, but we’ll get to that shortly).

- Making the Contact List – Each semester you must make a new contact list. Most DJs are recurring so for the most part it shouldn’t be too time consuming. Once in Gmail:
 1. Go to contacts
 2. Select Groups
 3. Create New Group – Title according to that semester

Using the e-mails provided from their show proposals, input this information into the new contact group.

- Making the Master List – you are responsible for adding the DJs information into the master list. Only those with a show are added into the master list as active WMTS members. The master list holds DJ information, tracks attendance and credits, holds WMTS accounts and passwords, etc. Simply input each DJs information from their show proposal form.

1	First	Last	Handle	Show Name	Genre	Phone	M #	Email	Standing	Notes:
2	These three columns are linked to the other lists									
3	Aki	Wordlaw	DJFaal	DJFaal Radio	HIP HOP/R&B	615-337-6947	M01226479	TheFaal@gmail.com	SUSPENDED	
4	Alandria	Barker	DJ Landri	The Urban Element	HIP HOP/R&B	901-314-1634	M01226468	alandria002@yahoo.com	active	
5	Amelia	McClurkin	DJ Milly	The Neighborhood	ELECTRIC	423-693-8079	M01265488	arm7g@mtmail.mtsu.edu	active	
6	Anthony	Williams	DJ Bub	Culture Shock	ELECTRIC	865-748-6756	M01286408	anthonyw12@yahoo.com	active	
7	Austin	Fueller	Ozpie Mac	The Rock Block	PUNK/ROCK	615-911-6831	M01208952	aw2@mtmail.mtsu.edu	active	
8	Bill	Wilkinson	DJ Back In Black	The Zombie Apocalypse	OTHER	301-996-8494	M01136384	wilkinson3@comcast.net	active	
9	Bradley	Beckmann	Brutal Bradford	Adorable Koala Forest	OTHER	573-999-3007	M012436071	bb5u@mtmail.mtsu.edu	active	
10	Bruce	Sloan	Mr. Bruce	Old Zenith Hi-Fi	OTHER	615-585-2895	ALUMNI	bks42@netzero.net	active	
11	Caleb	Walker	Involuntary Movement	Electronic Road Show	DANCE	423-244-8128	M01295163	chw2@mtmail.mtsu.edu	active	
12	Camisha	Tapscott	DJ Cici	Cici's Jukebox	HIP HOP/R&B	423-356-4037	M01248335	Cci2y@mtmail.mtsu.edu	Active	
13	Casey	Chahine		Endless Shrimp	TALK	517-775-6820	M01158940	cchahine24@gmail.com	active	
14	Cassidy (Joshua)	Seward	DJ Kooks	Sackbeat Botte Parade	ELECTRIC	757-648-7398	M01258462	jms2@mtmail.mtsu.edu	active	
15	Charles	Jones	Charlie Brown	Charlie Brown's Thrown Down	HIP HOP/R&B	615-653-7230	M01015870	cjones0518@yahoo.com	active	
16	Chris	Tyler	Ives	Voodoo Village	OTHER	931-982-1823	M01133557	cw2a@mtmail.mtsu.edu	active	
17	Connor	Ulrey	DJ Ulrey	Blue Zoo Radio Show	TALK	615-626-3372	M01247641	cul2b@mtmail.mtsu.edu	active	
18	Cory	Eason	DJ Ceason	The Hip Hop Experience	HIP HOP/R&B	901-292-0034	M01186980	ce2g@mtmail.mtsu.edu	active	
19	Daniel	Johnson	Depper Dan	Eclectic Electric	DANCE	601-227-1259	M01019710	danjohansonzn@live.com	active	
20	David	Cutbertson	Juicy D	Late Night Funk	FUNK	615-477-2144	M01264707	dyc2b@mtmail.mtsu.edu	active	
21	David	Lanom	Coastalk	Montage From Montreal	DANCE	615-556-2143	M0246981	davidlanom@gmail.com	active	
22	David (Jordan)	Smith	David Jordan Smith	Human Dissent Radio	ELECTRIC	803-449-4943	M01292819	smith.dj2@gmail.com	active	
23	Damarco	Moore	Demo	Behind The Mic	HIP HOP/R&B	615-473-5574	M01278548	dm4v@mtmail.mtsu.edu	active	
24	Deonta	Ridley	DJ Big Ridley	The Neighborhood	ELECTRIC	615-892-2874	M01330998	dr2a@mtmail.mtsu.edu	active	
25	Derrick	Peppers	DJ Peppertime	Pep Talk	HIP HOP/R&B	615-738-6388	M01198765	dfp2@mtmail.mtsu.edu	active	
26	Eboni	West	Eboni	Good Vibes Radio	HIP HOP/R&B	615-926-5940	M01285525	ew2x@mtmail.mtsu.edu	active	
27	Ethan	Copeland	DJ Carl Sagan	Home Movies	INDIE	865-386-5077	M01282408	ecopeland23@gmail.com	active	
28	Evan	Dunne	Ripped Ranger	Ripped Ranger and the Kool Aid Cow	ELECTRIC	615-707-2500	M01234985	etd2@mtmail.mtsu.edu	active	
29	Greg	Pat Henry		The Pat Henry Project	TALK	843-270-7694	M01182893	gph2a@mtmail.mtsu.edu	active	
30	Holdan	Phillips	DJ Naegul	The Mines of Moria	PUNK/ROCK	615-869-9209	M01215530	hmp@mtmail.mtsu.edu	active	
31	Ian	Mellon	Ian	The Good Show	INDIE	513-482-1258	M1222313	ian.mellon@gmail.com	SUSPENDED	
32	Jacob	Whisenant	DJ Jake Wize	The Full Effect	DANCE	812-677-8041	M00436263	twize777@gmail.com	active	
33	Jared	McDonald	DJ Mickey D's	Happy Hour	INDIE	615-332-5760	M01275673	jam2c@mtmail.mtsu.edu	active	
34	Javaris	Simmons	DJ J-Simms	Underground RR	HIP HOP/R&B	931-436-7169	M01240370	js2be@mtmail.mtsu.edu	active	
35	John (Connor)	Coulston		Sidelines FM					active	
36	Jordan	Brown	DJ Carlos Danjor	The Color of Sound	TALK	615-775-1197	M01234719	jordan.brown50@gmail.com	active	
37	Jordan	Fitzgerald	Altrastudious	The Altrastudious Show	ELECTRIC	615-200-3036	M01262498	jet5u@mtmail.mtsu.edu	active	
38	Jordan	Mayton		Lockdown Coverage	TALK	615-785-1642	M01191585	jordan.mayton@yahoo.com	active	
39	Joshua	Blair	Bernie	A Guy Named Bernie	HIP HOP/R&B	901-591-7815	M01163967	jb50@mtmail.mtsu.edu	active	
40	Joshua	McCreery	Wilson Rogers	The Watch Tower/The Comic Strip	PUNK/ROCK/TA	615-796-8994	M01205758	jmr9@mtmail.mtsu.edu	active	
41	Julian	Shank	Cutiefish	To Be Announced	OTHER	804-291-8147	M01285792	lsh2b@mtmail.mtsu.edu	active	

Once the main DJ list is done, to easily copy the information onto the other spreadsheets (Attendance and Credits):

1. In the working sheet (whether you're under Attendance/Credits) hit the "=" key in the first cell under "First [Name]"

1	First	Last	Handle	Show Name
2	These three columns are linked to the other lists			
3	=			
4				
5				
6				
7				
8				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

2. Then go back to the DJ list tab and select the first cell under "First [Name]" It will appear as ='DJ List'!A3 (if that does not appear you can type it in

	A	B	C	D
1	First	Last	Handle	Show Name
2	'Copy of Attendance'!A3 Akil x			
3	= 'DJ List'!A3	Wordlaw	DJFaaal	DJFaaal Radio
4	Alandra	Barker	DJ Landri	The Urban Element
5	Amelia	McClurkin	DJ Milly	The Neighborhood
6	Anthony	Williams	DJ Bub	Culture Shock
7	Austin	Fulwilder	Ozzie Mac	The Rock Block
8	Bill	Wilkerson	DJ Back in Black	The Zombie Apocalypse
9	Bradley	Beckmann	Brutal Bradford	Adorable Koala Forest
10	Bruce	Sloan	Mr. Bruce	Old Zenith Hi-Fi
11	Caleb	Walker	Involuntary Movement	Electronic Road Show
12	Camisha	Tapscott	DJ Cici	Cici's Jukebox
13	Casey	Chahine		Endless Shrimp
14	Cassady (Joshua)	Seward	DJ Kooks	Backbeat Bottle Parade
15	Charles	Jones	Charlie Brown	Charlie Brown's Thrown Down
16	Chris	Tyler	Ives	Voodoo Village
17	Connor	Ulrey	DJ Ulrey	Blue Zoo Radio Show
18	Cory	Eason	DJ Ceason	The Hip Hop Experience
19	Daniel	Johnson	Dapper Dan	Eclectic Electric

- Go back to the tab you were working under and press “enter”; the first name of the first DJ in the master list should appear

	A	B	C	D
1	First	Last	Handle	Show Name
2	These three coluns are linked to the other lists			
3	Akil			
4				
5				
6				
7				
8				
9				
10				
11				
12				
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15				
16				
17				
18				
19				
20				

- Simply highlight the other cells in the spreadsheet and the information will automatically transfer over. Do pay attention to which cells are being copied. The status column will need to be done separately.

Now that you've made your Master List, this can be used for attendance and keeping track of the DJs.

ATTENDANCE REPORT SHEETS

Attendance report sheets are truly up to your discretion. If you have an idea on how to keep track of attendance feel free to discuss its implementation with your fellow officers. Currently we use a paper system where DJs fill out their time and condition of the studio.

WMTS Attendance and Report Sheet		
Name: _____		
Show: _____	Bumper 2 Bumper (circle one):	yes no
Date: _____		
Time in: _____	Time out: _____	
When you	arrived	left
Was the Mixer Properly normalled?	_____	_____
Was the studio clean and tidy?	_____	_____
Was the studio locked?	_____	_____
	yes	no
Did you log Issues?	_____	_____
Did you report new music?	_____	_____
Were all studio items accounted for?	_____	_____
	if no, List items below	
Signature: _____		

DJs are to turn this into the office after each show. Without an attendance sheet, or notification of absence, DJs are to be marked for an unexcused absence. We do not use logs to keep track of attendance. DJs must turn in a sheet.

Meeting and show attendance are to be kept track of using the attendance tab of the master list. There is also a separate tab to log Bumper 2 Bumper show attendance as well. Information for these DJs should be obtained from the drive time producer.

Absences

DJs must notify you for any absence. Failure to do so results in an unexcused absence. DJs are allotted **three unexcused absences** before show suspension. These 3 absences can be a combination of show and meeting absences (i.e. 1 missed meeting and 2 missed shows without notification). Suspensions should be discussed with the general manager before action takes place.

WMTS PROGRAM DIRECTOR MANUAL

INTERNS

As program director you are responsible for assigning interns to shows because you are somewhat most familiar with the DJs.

Only DJs who have been with WMTS for a full semester or longer may have interns. It is best to assign no more than 2 interns. If there is no way accommodate that, then discuss with the DJs who may be receiving more than two what best course of action for them may be.

At the interest meetings you will need to provide a form for those interested in interning to sign up for a show. They must select 5 or more shows that they can shadow. Below is an example of a version of the form. It will need to have only the shows that have been on for one semester or more.

Name: _____
 E-mail: _____

Instructions: Please mark at least 5 show slots, (or more), using numbers 1 through 5, that would fit your schedule (1 being your first choice). For those of you who know a DJ personally and would prefer only to be an intern on their particular show, please write their first and last name at the bottom of the page along with their show name if you know it. If there are any scheduling issues, note that at the bottom of the page and send an email to program@wmts.org

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MID - 1 AM							
1 AM - 2 AM	MONTAGE FROM MONTREAL	IT'S LOCAL SOMEWHERE	CHARLIE BROWNS THROW DOWN	EMPIRE STATE OF MIND	ADORABLE KOALA FOREST	D-BLING RADIO SHOW	
2 AM - 4 AM							
4 AM - 6 AM							
6 AM - 8 AM							
8 AM - 9 AM			THE COMIC STRIP***				
9 AM - 10 AM	NE AND NIQUE SHOW			LOCKDOWN COVERAGE	THE JUSTIN REED SHOW		THE TRAINWRECK
10 AM - 11 AM						HAPPY HOUR***	
11 AM - NOON				THE PAT HENRY PROJECT			STERFRY'S BUFFET
NOON - 1 PM		THE WATCH TOWER					
1 PM - 2 PM	THE GOOD SHOW		BEHIND THE MIC				THE ROCK BLOCK
2 PM - 3 PM							
3 PM - 4 PM		THE URBAN ELEMENT	CICIS JUKEBOX	CULTURE SHOCK	A GUY NAMED BERNIE	VOODOO VILLAGE	THE NEIGHBORHOOD
4 PM - 6 PM	THE ZOMBIE APOCALYPSE	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	BUMPER TO BUMPER	GOOD VIBES RADIO
6 PM - 7 PM							
7 PM - 8 PM	DEAD AIR	OLD ZENITH HI-FI	RADIO DEATH RAY	ENDLESS SHRIMP			REFRACTION RADIO
8 PM - 9 PM							
9 PM - 10 PM	THE MINES OF MORIA	VIOLENCE	MMM RADIO***	LONESOME CROWDED RADIO TIME	HUMAN DISASTER RADIO		
10 PM - 11 PM							
11 PM - MID	DJ FAAAL RADIO	THE FULL EFFECT	HOME MOVIES***		ELECTIC ELECTRIC	FUNKY FRIDAY, THE MOTHERSHIP CONNECTION	

Interns are to be given an intern checklist. They must attend at least 4 shows during the semester and have this checklist signed off on. This and other Intern materials are found on the Google Drive, in the Interest Meeting Folder (which is in the Program folder).

OFFICIAL WMTS INTERN CHECKLIST

Intern Name: _____

Intern Email: _____

Intern Phone Number: _____

DJ Name: _____

DJ Show: _____



As an official WMTS DJ, I hereby certify that _____ has demonstrated having sufficient knowledge of the proper procedures pertaining to the following aspects of radio station operations:

Turning on the Mics and Talking On-Air

DJ Signature: _____

Operating the CD Players

DJ Signature: _____

The Wavecart and the Program Clock

DJ Signature: _____

Changing Inputs

DJ Signature: _____

Proper levels – Where to run the meters

DJ Signature: _____

Adjusting Studio Monitor Volume

DJ Signature: _____

Using the Delay Button

DJ Signature: _____

Cueing a Channel

DJ Signature: _____

Studio Access & Attendance

DJ Signature: _____

Taking Calls On-Air

DJ Signature: _____

Knowledge of the Legal ID

DJ Signature: _____

Using the On Air Computer to Play Music

DJ Signature: _____

What Not to Do (Anything and Everything You Can Think Of)

DJ Signature: _____

Interns who pass both the written and technical test will be DJs at the start of the new semester. On Intern test night it is best to go ahead and get the new DJs added into the contact lists so they do not miss information about proposals, the upcoming semester, etc.

WMTS PROGRAM DIRECTOR MANUAL


TIPS AND TRICKS

EMAILS- Just to make it easier to send out a ton of information in an e-mail and make it look aesthetically pleasing MailChimp is an awesome tool.

The information for WMTS's MailChimp account is on the master list under "Accounts and Passwords". There is a saved template to use for e-mails as well under templates.

The screenshot displays the MailChimp interface for the 'Templates' section. At the top, a navigation bar includes 'Campaigns', 'Templates', 'Lists', 'Reports', and 'Automation'. The 'Templates' tab is selected. On the right side of the navigation bar, there is a user profile for 'WMTS 88.3 WMTS' and a 'Help' link. Below the navigation bar, the 'Templates' heading is followed by 'File Manager' and 'Create Template' buttons. A search bar labeled 'Search saved templates' is located below these buttons. A list of templates is shown, with one template titled 'WMTS News Letters' visible. The template details include 'Last edited on Sep 08, 2015 02:53 pm by WMTS Radio' and 'Currently used in 1 draft or scheduled campaign'. There is an 'Edit' button and a dropdown arrow next to the template name.

Brief summary of e-mail/e-mail topic [View this email in your browser](#)



This is a boxed text block. You can use it to draw attention to important content.

<p><u>WMTS STUDENT RUN RADIO</u></p> <p>DO NOT REPLY TO THIS EMAIL! YOUR E-MAIL WILL NOT BE RECEIVED! SEND ISSUES AND QUESTIONS TO THE APPROPRIATE OFFICER'S EMAIL!</p>	<p>General Manager - manager@wmts.org Business Manager - business@wmts.org Drivetime (Bumper to Bumper) - drive@wmts.org Music Director - music@wmts.org Program Director - program@wmts.org Production Director - production@wmts.org Promotions Director - promotions@wmts.org Technical Director - technical@wmts.org</p>
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It essentially makes a newsletter that can be sent out to multiple people at once. If you decide to use MailChimp, you will need to make what they call a “List” which is a list of contacts. This process is similar to updating the email contact list for DJs.

BE SURE TO CHECK THE WMTS E-MAIL PERIODICALLY. – Especially when people are turning in show proposals. Not matter how bold the print, people never fail to send e-mail in response to the main WMTS e-mail (wmts88.3@gmail.com) instead of program@wmts.org. So be sure to check the main WMTS e-mail as well as spam folders from time to time.

DON'T FALL BEHIND ON ATTENDANCE - You will get the weeks confused. It's easier to knock it out as soon as you can while you can than pay the price later.

TAKE MEETING NOTES- This is not mandatory, however since DJs will e-mail you if they will be absent, it is good practice to take notes and send a meeting summary for those who missed. This helps clarify some things that may have been discussed during the meeting that people missed/go back to for reference.

