

Air Room Etiquette

The air room is the heart of Coast Community Radio (at least as far as programming and our listeners are concerned). Since visitors, programmers and volunteers alike all come through the Tillicum House, it's important to know some basic rules of air room etiquette, whether or not you are a programmer.

Entering the air room

- Never enter the air room while the programmer is on the the microphone
- Knock and get a visual cue that it's ok to enter
- Do not distract the programmer from his or her show
- Do not spend any more time than is absolutely necessary in the air room.
- Always keep the door between the air rooms and the lobby closed to minimize noise.

Air room transition

On air host:

Please make time for the next programmer to set up and get comfortable before their show.

This means you should:

- Say goodbye to your audience, announce what's coming up next and play a long song (5 min should do it) to allow time for the next programmer to cue up their first song and get situated
- Collect your belongings and vacate the air room as quickly as possible

New Host:

- Please wait for the current host to finish their last mic break before entering the air room (about 5 minutes to the top of the hour)
- Cue up your first track and/or set (for after the legal ID, etc)
- You are responsible for the legal ID, weather and underwriter at the top of the hour