This year Radio Adelaide is broadcasting from an outside tent on the southern side of the Pet Centre Friday August 30 – Sunday September 8.

**TIMES**

- Friday 31 August, Saturday 1 and Sunday 2 September: 9am – 9pm
- Monday 3 – Thursday 6 September: 9am – 8pm
- Friday 7 – Sunday 9 September: 9am – 9pm

*Please make sure you’re on-site 30 minutes before you’re rostered to start.*

**ON-SITE PERSONNEL**

- **Coordinators:** There will be an onsite production team managed by Nikki Marcel, Chris Leese and David Heath.
- **Panel operators:** Program teams need to roster a panel operator for their show.
- **Presenters:** Due to limited space there is only room for each program to have two presenters plus one panel operator.
- **Guest wranglers and audience engagement:** This can be the program producer, but if you don’t have one, Nikki will roster someone for you.
- **DJ’s** to play music to the crowd when talks based pre-records are on air

**INDUCTION**

If you’re going to be on-site at the Royal Show, it is mandatory that you complete their 10-minute online induction and it’s completely your responsibility. Safework does spot checks and you must be able to show evidence of having completed the induction. So either print it or keep access to it via email. It must be accessible on the day. If you are spot
checked, you will not be allowed to remain on-site if you cannot provide it. Complete the induction here.

T-SHIRTS

The Royal Show broadcast is a promotional exercise, so it'll look best if we’re all wearing our Radio Adelaide T-shirts. If you don’t have one yet, you can order one here or see Carol to purchase one at the station.

LIVE & STUDIO PROGRAMS

We want to broadcast as many programs as we can live from the Royal Show, but we will be able to cross back to the station for some programs to be broadcast from the studio, such as the Tuesday and Friday editions of Packed Lunch produced by the media students.

- **Pre-recorded programs**: In addition to the usual process of saving your program into the schedule, please save a backup copy of your pre-record in Transfer drive>RoyalADShow_prog name_date by 4pm TUESDAY 27 AUGUST.
- **Studio crosses**: Nikki will teach you how to cross back and forth from the showgrounds where needed.

PROGRAM PLANNING

- **Live interviews**: Each program is to ideally have at least one interview with a Royal Show exhibitor or attendee as a way to connect to new communities and audiences. These interviews need to be coordinated with Nikki and the Royal Show marketing team so that we have a schedule of who is doing what. There is a media contact list in the transfer drive>Royal Show folder.
FAQs

Radio Adelaide Show Broadcast

August 2019

- **Guest entry:** Unfortunately we cannot issue passes to outside guests to come into the showgrounds for interviews. If you organise guests to come to the Show for an on-air interview, they will need to purchase their own tickets. We’ve already been allocated 75 media passes just for Radio Adelaide people over the ten days, so we’re unable to also provide passes for guests.

- **Pre-recorded interviews:** Any other interviews that you want to include need to be pre-recorded and put into either your program playlist in DAD, or on a USB, or your own computer but remember to include a backup copy in *Transfer drive>*RoyalADShow_prog name_*iv* name by 4pm TUESDAY 29 AUGUST.

- **DAD:** We will have access to DAD playlists but not on-site access to the music library. This means there’s a slightly different process for adding music into your playlist. See instructions and video.

- **Playlists:** Your playlist needs to be created and loaded into DAD by 4pm TUESDAY 27 AUGUST.

- **Playlists for second weekend:** Programs scheduled for the second weekend of the broadcast (Friday 7 to Sunday 9 September) will need to load playlists for these days by 9am on FRIDAY 6 SEPTEMBER.

- It is recommended that you make a backup of any pre-recorded content in case DAD breaks down. This can either be on a USB, CD, your own computer, or saved to *Transfer* by 4pm TUESDAY 27 AUGUST – but make sure the file name clearly identifies the audio.

**MUSIC**

- All music needs to be free of swearing and rated G in content – we are in a family environment.

- There will be two CD players and a computer output but no record player.

- You will be able to play music from your own computer and playout program.

- There is no internet access on the computers so everything will need to be pre-downloaded.
LIVE MUSIC
We will have a bit of space around us so we can present live performances but need to know in advance to make sure we have the right cables.

ONSITE TECH SET UP
- Two mics for presenters and one for a guest.
- Two CD players and DAD computer.
- Plus options for your own personal computer to be plugged in and played out from.

ACCESS
- We will be issuing day passes to all rostered presenters. Please see Nikki or Carol to collect your pass before Thursday 29 August.
- Please make sure you are on-site and at the Radio Adelaide stall 30 minutes before you’re rostered to start.
- There are plenty of public transport options – bus and train.
- There are numerous paid parking car parks directly opposite the main gate, on Rose Terrace and Leader Street.
<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHO</th>
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<tbody>
<tr>
<td>4pm Tuesday 27 August</td>
<td>All pre-recorded IV and audio saved in Transfer&gt;RoyalShow&gt;Pre-records</td>
<td>All programs</td>
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<tr>
<td>4pm Tuesday 27 August</td>
<td>Program playlists loaded into DAD</td>
<td>All programs except those on Friday 6 - Sunday 8 September</td>
</tr>
<tr>
<td>4pm Tuesday 27 August</td>
<td>Program uploaded into schedule plus backup copy saved in Transfer drive&gt;RoyalADShow_prog name_date</td>
<td>Pre-recorded programs only</td>
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<tr>
<td>Wednesday 28 August</td>
<td>Online induction completed</td>
<td>Absolutely everyone who’ll be on-site</td>
</tr>
<tr>
<td>Friday 30 August</td>
<td>Royal Show and broadcast begins</td>
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<tr>
<td>9am Friday 6 September</td>
<td>Program playlists and any pre-recorded material uploaded to DAD</td>
<td>Programs scheduled for Friday 6 through Sunday 8 September only</td>
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<tr>
<td>Sunday 8 September</td>
<td>Royal Show and broadcast ends</td>
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If you have any questions and Showtime Emergency Contact, please call Nikki on 0411 955 765 or by email.