QUICKSTART

Configuring Open House Party via RC StreamBox

Welcome to Open House Party Nation! Questions? Feel free to contact support@rcrq.com or 617.261.6000 during business hours (or anytime in an emergency).

1. Relay closures:

Four relay closures trigger events in your station automation system which perfectly synchronize with the network programming to make it sound live and local:

a) Relay 1 – Jock stabs: Triggers your ID spoken by the host three seconds before the he speaks

b) Relay 2 – Local spots: triggers the start of your local spot breaks

c) Relay 3 – "Mr. Voice": Triggers your station voice (3 second window)

d) Relay 4 – Legal ID: Triggers nine second top of hour legal ID

Relay 2 and 4 positions are shown on the format clock (see reverse), closures 1, 3, and 4 float and are played spontaneously where appropriate during the program.

Relay times are approximate and go with the flow of programming. NOTE: The fifth hour different in that the mandatory local break ends the program at :57.

2. Custom Production:

Email support@rcrq.com with your custom copy for the 3 second jock stabs, 3 second "Mr. Voice" stabs, and 9 second top-of-hour legal ID. We usually turn them around within 48 hours. The 9 second top-of-the-hour legal ID position is intended to allow room for a sponsor ID.

Jock stabs and "Mr. Voice" stabs must fit comfortably in a max three second window, so they need to be simple ("Mix ninety-seven point three"). Adding slogans to the ID does not work well and sounds rushed (such as "all the biggest hits, Mix ninety-seven point three"). ***Be sure to specify whether you do or don't say the word "point" in your ID.***

3. Joining the Show:

Start Time - The RC StreamBox has a built in safety buffer for protection against internet congestion. For stations on the East feed the program launches thirty seconds after the top of the first hour. *Underlined: For stations on the Western (2 hour delayed) feed the program starts precisely at the top of the hour.* Verify your time with U.S. Master Clock: 202.762.1401.

> **Music Protection –** To make sure we don't play the same hits you just played in the hour leading up to the show, we post a *"Music Conflict List"* at www.radiocraft.net. This lists songs we will play during our first hour, and songs we will not play which are safe for you to use in the last hour leading up to the show.

4. Spot Breaks:

00:12 Optional Break: First local spot break is 4:05 in length and is triggered by relay #2. It is optional…if you don't break away for local spots, we play a 4:05 "fill song".

00:42 Mandatory Break: Second spot break each hour is also triggered by relay #4 and network goes silent.,,you must fill this break.

Timing - Smooth rejoins make your station sound tight, excellent and local. Most automation systems provide for "stretch/squeeze" to perfectly fit your spots into a 4:05 window. Your traffic department needs to know this break must be completely filled. Put a station stager ID at the end of the break.

Spot Windows – Nearly every station automation system provides for "spot windows" and "hourly sync" for spot breaks. This assures issues are immediately corrected in the event of log or technical errors or your spot breaks getting out of sync, which will cause problems. It is very wise to use them. Suggested windows are :09-:19 and :38-:48.

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