

## Presenter Procedures

1. Sign In and Out	All presenters & their guests must sign the attendance register on arrival at the station and departure, to meet OH&S standards.
2. Unavailability	<ul style="list-style-type: none"> <li>If a presenter is unable to do their show, it is their responsibility to find a replacement.</li> <li>If they are unable to do their show due to an emergency or illness and cannot find a replacement, they should contact the programming coordinator or 3MDR office.</li> </ul>
3. Start time	All presenters must arrive at least 10-15 minutes before their show starts.
4. Finish Time	The on-air presenter must finish their show on time.
5. Program Handover	The on-air presenter should put their last song or outro on at least 3 minutes before the end of their show and set up the announcement bank or intro for the in-coming presenter.
6. Promos & Sponsors	All scheduled promos and sponsors must be played as scheduled.
7. Policy & Procedures	Presenters will ensure that they review and implement any new operational procedures introduced by the Board as advised by Management.
8. Assessment	Presenters will undertake regular assessments to ensure that their skills are current and that station standards are maintained. Assessments may be self-assessed or peer assessed.