

## How to do a music review

This is the one thing that will take up most of your time as a genre director. Luckily most people enjoy listening to music so it's not much of a chore. Because we are a station with very limited financial resources a complaint to the FCC can quite literally put us out of business. In light of the potential consequences to the station it is very important that every CD with vocals gets listened to thoroughly and that tracks with language that might be seen as obscene, indecent or profane are noted on the review label. The law is somewhat vague so it is best to err on the side of caution.

After listening to the CD and taking note of language that may not pass the FCC indecency/profanity guidelines, you need to write a very short review (short enough to fit on one of the labels we use for this purpose) in this format:

<b>Artist:</b>	<b>Title:</b> _____
<b>Genre:</b>	<b>FCC:</b> (indicate Clean or list offending tracks)
Use this space to do a short review, list recommended tracks, etc.	
<b>Review:</b> put name here	<b>Add date:</b> put actual date added to library

## Preparing a CD for the library

1. Check for duplicate CDs first.
2. Add rectangular white review sticker - must have all information filled out (artist, title, genre, FCC, reviewed by & **add date**).
3. Add rectangular white "Tally If Played" sticker (new releases only).
4. Add appropriate genre color tapes at bottom of CD spine.
5. Add white slice on CD spine with first 3 letters of artist's **last** name or first 3 letters of the band's name.
6. Use Sharpie to mark KRFP on the cover in an area that won't be hidden by the white stickers.
7. Use Sharpie to mark sub genre (example: jazz/world fusion) on cover of CD.
8. Use Sharpie to mark all FCC indecent track #s on CD cover.
9. Use pen to write track #s on track lists that don't include #s.
10. Use a Sharpie to mark KRFP on the disc itself, along with a list of any FCC indecent tracks.
11. Add a mini star to the top of the CD spine. This indicates "new this week" & will come off when the CD is moved from the "new this week" rack to the "new releases" area.
12. Finally, if the CD is by "various artists" attach a large orange dot to the spine of the CD just below the mini star. Write the first 3 letters of the Title of the CD on the dot and use scotch tape over the whole label to keep the edges from coming up.
13. The CD is now ready to be added to the "New This Week" CD rack next to the turntables.