

Name of Intern: \_\_\_\_\_

### **DJ Checklist**

In order to make sure that you get hands on experience with everything you need to know to run your future show, you will need to have shown proficiency in all of the items on the list before the DJ test, and have it signed off by a DJ who can account for said proficiency.

Nothing should be signed off on until the intern has shown a mastery of the item. If a DJ has any questions about these instructions or the contents of the list, please contact the Intern Director(s).

<b><u>Actions</u></b>	<b><u>DJ Initials</u></b>
Use the microphones	
Fill out station condition log	
Document music and PSAs on Spinitron	
Cue a CD	
Cue using the patch cable	
Cue a vinyl record	
Cue from the computer	
Create a playlist of 1/3 NEW, clean music	
Run the board on your own (this includes switching between a variety of mediums fluidly)	