



# QUICKSTART

## Configuring Party Playhouse via FTP Brown Bag

Welcome to Radiocraft! Questions? Contact [support@rcrq.com](mailto:support@rcrq.com) or call 617.261.6000 during business hours or in an emergency.

### 1. FTP Elements:

We provide you with voice tracks and basic show production elements at [www.radiocraft.net](http://www.radiocraft.net). To obtain a password, email [support@rcrq.com](mailto:support@rcrq.com) and tell them your choice of six character password (use something no one will guess, which means nothing with your call letters or frequency).

Except for rejoins after spot sets, all show production is contained in the weekly voice tracks. The only CTTC production elements you will need are “rejoin stagers” to play after your spot sets back into music. This is where you may choose to air Jackson reads of your local liners to promote your web site, your weekend events, or slogans to localize the program.

Simply follow the CTTC format clock for perfect flow.

### 2. Custom Production:

Email [support@rcrq.com](mailto:support@rcrq.com) with your custom copy for the 3 second jock stabs which you will want to play immediately before Jackson’s talk breaks. We usually turn them around within two business days.

*Be sure to specify whether you do or don’t say the word “point” in your ID, as in “97 point 5” vs. “97-5.”*

### 3. Executing the Show:

Jackson makes no references to music and should be coded so that his breaks into music end talking over the intro of the next song. Always try to bring the music in at a natural break in the talk, rather than simply back timing to vocal. *The promo talk break at :53 each hour is always :09 seconds or less and is intended to be played over the intro completely in a sweep.*

### 4. Spot Access:

This is how we get paid to deliver this great programming to you. Network spots must air within the program. A network rep will set you up with information on how to download the spots, the spot log, and where to submit affidavits of performance.

### 5. Hourly Break Sequence:

<b>T1 – Top-of-Hour prod. &amp; tease</b>	<b>:12</b>
<i>(music 7:20)</i>	
<b>T2 – Tease next story</b>	<b>:10</b>
<i>(music 3:40)</i>	
<b>T3 – Story payoff</b>	<b>:45</b>
<b>00:12 *****Spot Break*****</b>	
<i>(music 7:20)</i>	
<b>T4 – Tease next story</b>	<b>:12</b>
<i>(music 3:40)</i>	
<b>T5 – Story Payoff</b>	<b>:45</b>
<i>(music 7:20)</i>	
<b>T6 – Tease next story</b>	<b>:12</b>
<i>(music 3:40)</i>	
<b>T7 – Story Payoff</b>	<b>:45</b>
<b>00:42 *****Spot Break*****</b>	
<i>(music 7:20)</i>	
<b>T8 – Tease next hour feature (talkover)</b>	<b>:09</b>
<i>(music 3:40)</i>	

