CharlesTunes Podcast Center Handbook

Introduction & Purpose
Welcome to the WTSQ Community Podcast Studio! Our goal is to provide a space for local creators to produce high-quality podcasts/audio while fostering community engagement. Content recorded in this studio may be featured on WTSQ.org and CharlesTunes, our alternative stream dedicated to local and regional artists and creators.

Booking & Access

- The studio is open to the public and available by reservation only. Click [here to access](#) the calendar.
- **All first-time users must attend** at least one training session with a WTSQ representative before accessing the studio independently.
- Scheduling is managed through Podcast@WTSQ.org, which hosts a [public calendar](#) for booking.
- After your initial training session in the studio, your experience will be self-directed. User guides and instruction manuals for your convenience. We recommend browsing these resources to get started:
    - Mixer: [Tascam Mixcast 4](#) [how-to videos](#)
    - Mic: [Shure SM7B User guide](#)
- Upon confirmation of your booking, you will receive a single-use door access code.
- When checking out, be sure to scan the check-out QR Code which logs your session, clean and organize the space, and ensure lights are off and doors are locked.
- Please respect your reserved time and leave the studio promptly when finished.

Equipment Usage

- The studio is equipped with professional-grade microphones and mixers.
- **Users must bring their own SD card for recording**. The Tascam Mixcast 4 also allows a laptop connection via USB, and you may record directly t[o Tascam's free podcas](#)t editing software using your laptop.
- Additionally, a computer equipped with Audacity is available in the studio space for mixing your podcast.
- Users are responsible for handling equipment with care and reporting any issues immediately to Podcast@WTSQ.org.
- Any damage caused due to negligence may result in financial responsibility or loss of access.

Studio Etiquette & Cleanup

- Again please arrive on time for your session and be mindful of others who have booked the space.
- No food or drinks are permitted near the equipment—only water bottles with closed lids.
- Clean up after yourself and return all equipment to its designated place.
- If you make changes to any settings, please restore them to their original configuration before leaving.

Content Guidelines

- Creators are free to explore and express their ideas; however, WTSQ does not permit the use of its facilities for the creation of hate speech, violence, or similarly harmful content.
- WTSQ reserves the right to refuse to publish or promote content that does not align with our community standards.

Publishing & Distribution

- WTSQ may publish select podcast episodes on WTSQ.org if the content aligns with our existing media programming.
- WTSQ may publish select podcast episodes on CharlesTunes, our 24/7 alternative stream, which will feature content from local and regional creators.
- Creators are free to distribute their content independently as well.

Acknowledgement Requirement

All content produced in the WTSQ Podcast Studio must include an acknowledgment that it was recorded and made possible by WTSQ Studios. Suggested language:

"This podcast was recorded at WTSQ Studios, and made possible by WTSQ 88.1 FM, Charleston's community radio station. Learn more at WTSQ.org."

"Production made possible by WTSQ 88.1 FM, and WTSQ studios, offering an open access podcast studio to the community." Learn more at WTSQ.org"

Training & Support

- A video tutorial will be available for users to learn how to operate the studio equipment.
- First-time users must complete an initial training session with a WTSQ representative.

- For troubleshooting or additional assistance, contact Podcast@WTSQ.org.

Support WTSQ

While the WTSQ Podcast Studio is open to the community, it relies on community financial support to sustain its operations. Monthly membership dues are not required, but they are highly encouraged for those who use the podcast space. You can sign up at any level of membership by visiting WTSQ.org and clicking "Donate."