



PRESENTING A SHOW ON RADIO CHRISTMAS USING TEAMS

We appreciate your interest in presenting a show this year on Radio Christmas, and we hope the following information helps you understand how presenting via Teams is a practical and easy-to-use option that allows you to broadcast from the comfort of your own home, office, or school.

TEAMS

Teams is an online video conferencing software produced by Microsoft and is free for charities to use; hence, we prefer this product.

Teams also allows us to use studio-quality sound, which enhances how presenters are heard on Radio Christmas.



You will receive a link before your show starts, which will launch Teams on your computer; alternatively, you can access it through your browser.

You will then need to select your sound input (microphone) and choose to turn on your webcam. It is worth ensuring you have a good quality microphone, and there are many great microphones now available online, should your inbuilt microphone be of low quality.

Having a webcam is helpful for supporters who would like to both watch and hear your show, as well as view your video feed, which can be mixed with that of the studio in Guatemala.

While your show is live, you can use the chat feature in Teams to communicate with the studio.

PREPARING YOUR SHOW

Presenters will be offered a one-hour or a weekly one-hour show. To make the most of the hour, you will need to prepare well in advance. Here are some tips for you.

1. Choose the location well. Broadcasting online from a noisy area or where there are many distractions won't help your show sound great. If you can choose a room that has lots of curtains and soft furnishings, this helps reduce any echo that could be heard in a room with hard surfaces.

2. Plan your show. Sounds simple, but many presenters either over-plan or don't plan at all. Your show will begin after the news at the top of the hour. You can decide to talk first or play your first song. You don't have to speak between every song; you can ask to have a jingle played between songs.
3. Have a glass of water nearby, together with a notepad and pen.
4. About eight songs are enough for a one-hour show. Please let us know your playlist the day before your show, so we can have your songs ready. If you would like to play a song that is not well-known, please send it to us as a high-quality audio file a day before your show is live.
5. People like to hear about people. Be prepared to share something about you and why you like the songs you are choosing.
6. Adverts from our sponsors will be played at twenty-past and twenty-to the hour. Please don't say "and here are the ads"! We prefer presenters to thank our sponsors, and then the adverts are played either before or after a song.

TAKING CALLS AND RECEIVING MESSAGES

During your show, you might receive phone calls and messages.

If you receive a phone call, you will be able to hear it as part of your Teams call.

Messages will be sent through to you on the chat section of the Teams call.

Please acknowledge messages and express gratitude to those who have offered their support.

GROWING YOUR AUDIENCE

You will want as many people as possible to listen to your show, so please share the link to the [Radio Christmas website](#) with friends, family, and supporters before your show goes live.

Some presenters record a short video or share a photo of themselves preparing for their show on social media.

Please tag Radio Christmas and invite as many people as you can to listen and support you.

SUPPORTING THE CAUSE

Radio Christmas first broadcast in Amersham in 2008 from a shed in the back garden of dear friends who supported the work the team were doing with street-living children in Central America.

Since then, we have raised hundreds of thousands of pounds to help children leave street life and prevent many more from considering the streets as an option for their lives.

We encourage you to intersperse stories about WHY we are doing Radio Christmas and the difference a donation makes in the life of a vulnerable child.

There is plenty of information and many stories on the [Street Kids Direct](#) website that you could select and include in your show.

Please do encourage listeners to donate via the Radio Christmas website or, for UK donors, there is also the option to **text KIDS5 or KIDS10 to 70099** to donate either £5 or £10 to the Christmas appeal.

CONTACT INFORMATION

HOW TO LISTEN TO RADIO CHRISTMAS

ONLINE: radiochristmas.co.uk

AMAZON ALEXA: "Play Radio Christmas"

MOBILE: Download the Radio Christmas App
and take us with you wherever you go.

The link to our app is on our website.

HOW TO SUPPORT RADIO CHRISTMAS

DONATE: radiochristmas.co.uk

PHONE THE STUDIO: +44 (0)1494 853797

WHATSAPP THE STUDIO: +44 (0)1494 853797

TEXT TO DONATE: Text KIDS5 (donate £5) or KIDS10 (donate £10) to 70099

EMAIL: studio@radiochristmas.co.uk

SOCIALS: We are on Facebook, Instagram, X, LinkedIn & YouTube