

TTN: Team Leader's Aide Memoire

Pre-selection of Courant articles: Team leaders are asked to continue to select Courant articles etc in advance, and then [either](#) let fellow readers know by email which articles they will read [or](#) cut the articles out and distribute them across as many piles as there will be readers. Self-selection by readers from a central pile during the recording will not be possible, [given the central location and sensitivity of the Anker mic on the table](#).

Arrival at the TORCH: generally by 4.00pm for Team Leaders and readers, to assist the engineer in retrieving the TTN truck from the office and setting out the room. There is an earlier Art group in the TORCH's Small Hall, scheduled to finish around 3.45pm.

Wallet collection: wallets are delivered by Royal Mail to Chad House. A couple of bags will be needed – available on the engineer's truck. The outside door of Chad House will be open. [To open the inner security door, press the centre one in the row of three buttons](#) and reply to the 'Hello' (from Julie or Graeme) saying that you are collecting TTN wallets – or nice words that effect. The inner door will then be unlocked remotely. In the reception area of Chad House there is a bin, right-hand corner, marked TTN, which will contain all wallets returned that week.

Set-up and admin tasks: the engineer's set-up with the Anker and laptop is quite rapid. Teams are advised [to delay the admin tasks \(wallet and label preparation\) until after the recording](#), especially as it takes about the same length of time as the engineer's duplication process, preparing the sticks for distribution.

Chairs & Tables: please use only of the non-squeaky [plastic and metal-legged](#) chairs. Check the chosen tables do not creak by gently leaning on them. Spread the blanket over the tables.

Mobile phones: engineers will recommend that phones should be switched to 'silent mode' – turning off fully is no longer necessary.

General appeal for quiet: again given the new mic's sensitivity, readers should be aware of the need for quiet. be careful to avoid paper rustling, table tapping from jewellery, watches or pens.

Reading contact phone numbers: the Intro-Outro script draws attention to the final recorded section in which all telephone details are repeated [very, very slowly](#). As a result, at their first reading within articles etc, these need only be read once, only slightly slowly. [Occasionally](#) a reader (for example the Team Leader) may immediately underline that a number will of course be repeated very slowly in the final section of the recording along with all the other contact numbers. Web addresses need not be repeated as, given their complexity, listeners will seek help to use these.

Magazine: Check which magazine is being issued, this can be found in the current rota.

Headline articles: these are now introduced briefly on the front page of the Courant and followed up inside, usually on Page 3. To avoid repetition, only the longer follow-up article should be read, with perhaps a reference to any respective front-page photo.

No 'Thank you' to previous reader. It has been and remains pleasant practice to use a variety of informal ways of passing the recording baton, so to speak, to the next reader ('now over to xx', 'and xx will read the next article', 'now here's xx with the next article', etc). Often the next reader has then thanked the previous one by name. This latter action is felt by listeners to be superfluous and overly repetitive – the next reader should just get on with the next Courant article.

Notices: obituary lists: Committee agreed that death notices should be treated in the following way.

Firstly a brief explanation should be given to listeners that initially just the names and any initials will be read, giving listeners the opportunity to decide if they want to hear any further individual details of a deceased and the full list of these will of course follow immediately. If a listener requires no further details, they can choose to move straight to the next track (by pressing the Next Track button on the right of the main Play button).

Notices: cinema listing: it appears that the Courant has ceased to offer these in a presentable form. Team Leaders should not feel obliged to seek these out and make them presentable to listeners. They can be omitted.

Final Goodbye: given the central position of the Anker mic, all readers can join in the final 'Goodbye' to listeners.

The final section – contact phone numbers: telephone numbers should be read very, very slowly. Some readers may still feel uncomfortable doing this, but it is, we are told by our Listener Representatives, very important. The gap between digits should suffice for each digit to be written slowly.