

RUNNING ORDER

Ordinarily your radio programme will have features, segments, music and links. The question is how do you keep on track and make sure you run to time. This is where the running order and show sheet come in handy. To start usually add the station name and show name. This followed by how to get in touch details like twitter / facebook / e-mail and telephone number at the top of the page. "Preparation is everything," one of life's well known rules, applies equally to radio. A template for a programme menu can be organized as follows:

- First establish the time-regular features that appear in every programme
- Then set times for these features e.g. News, Traffic, Commercial Breaks, Promotions, and Reviews etc.
- In Talk programming: space should then be decided for Phone-ins, Studio Guest Slots and Comment.
- Or In Music programming: the running order and positioning of songs
- Then allocate times for occasional features like Weekend Information, Competition even Obituaries
- Add in where Jingles and Idents are most likely to be played.
- Finally set up a clock time for each of these inserts.

The final template will depend on the running time of the programme. The running time and look of the template for one hour, two and four hour programmes may look different but the process is the same. Once you've decided on all the ingredients for the radio show and set-up a running order, there should be no great difficulty or great secret to setting these out in a readable form. This can include:

- A vertical form with times set out to the left hand side, inserts to right.

Time	Where	What
0.00	Track 2	Intro music (Fade out after 20s)
0.20	In Studio	Presenter reads scripted intro
1.00	CD White Stripes	<u>There's No Home for You Here</u>
5.34	In studio	Presenters introduces pre-recorded interview
6.00	On Playback Tomhyland track	Pre recorded interview with Tom Hyland.
16.00	CD Kings of Leon	On Call

- A clock face, divided 'Pizza' style with the time round the outside, features in pizza slices.

As each regular radio programme may have different features and styles, and each presenter may present in their own style, every template will differ to suit this style.