

Tips for presentation

1. **Informative links** – aim for an average of 30 seconds, keep it short and sweet.
2. Specific **segments** in the show e.g. weather, breaking news, community notices, brain teaser, competition.
3. Is this a **request show**/do you get requests? - if you do not get any/many requests there is no need to constantly give out (plead) for people to get in contact with you. By all means direct listeners to facebook say for the playlist or a discussion about music.
4. Intro music and intro – five seconds intro.
5. **Sweepers** – use these when playing one song directly after the next with no spoken link. It knits the music together, makes your show sound slicker.
6. Do you have a back up show?
7. Music flows...fast, medium, slow, medium, fast – never fast, slow.
8. Umms and ahhs – how can you stop saying these breath pauses?
9. Coming up next/**hooks/selling ahead**.
10. Is it okay to talk before song fades?
11. Is it okay to talk over the intro music of a song?
12. What shows are coming up later today - trail and **signpost** other shows.
13. **Community notices** – useful to have a certain time during the show at the same time.
14. Start and end on time.
15. Make sure the ad break and news bulletins are played on time.
16. **Backtracking** – find out the time of the last song e.g. 3 mins 50 seconds. Fade the 2nd last song so that the last song starts at 56 mins and 10 seconds so News will begin at the top of the hour.
17. Any gaps in the programme – **dead air**?
18. **Segue** between songs.
19. **Running Order** – a running order for your show with details of **segments** (e.g Community Notices), year of song etc.
20. Listen back and think what could be improved on.
21. Type out SCRIPTS in BIG LETTERS