Running Order

Name: **Date:**

Programme:

- Remember to make your running order clear and to make multiple copies for yourself, other presenters and the person on the tech desk
- Name all pre-records and music the same on your running order as it is on the computers. This will minimise confusion and mistakes made on the tech desk
- Throughout the programme, use clear signals between presenters and the person on the tech desk and communicate during pre-records (these may be written 'PR' on a running order)
- Mac Left is the computer where our pre-recorded features (jingles, interviews, music if not of Spotify etc.) are stored. Mac Right is where most music is played from on Spotify

Feature	**Presenter/Guest/Computer feature is on**	**Duration (approx.)**