

SAMPLE RUNNING ORDER MAGAZINE PROGRAMME

| Item No. | STORY TITLE | SOURCE | PRESENTER (Name) | ITEM DURATION | TOTAL DURATION | ON AIR TIME. |
|----------|------------------------------|-----------|------------------|---------------|----------------|--------------|
| | | | | | | H. M. S |
| | | | | | | 18:00:00 |
| 1. | Opening theme music | CD Player | | 00:30 | 00:30 | 18:00:30 |
| 2. | Intro | Live mic | Presenter A | 01:25 | 01:55 | 18:01:55 |
| 3. | Musical sting | CD Player | | 00:07 | 02:02 | 18:02:02 |
| 4. | Kids News | Live Mic | Presenter B | 03:30 | 05:32 | 18:05:32 |
| 5. | Intro music | Live Mic | Presenter A | 00:13 | 05:45 | 18:05:45 |
| 6. | Music Track | CD Player | | 03:23 | 09:08 | 18:09:08 |
| 7. | Intro/link to CD Review | Live Mic | Presenter C | 04:30 | 13:38 | 18:13:38 |
| 8. | Music Track | CD Player | | 02:12 | 15:50 | 18:15:50 |
| 9. | Intro discussion | Live Mic | Presenter B | 00:57 | 16:47 | 18:16:47 |
| 10. | Discussion | Live Mic | Presenter A | 07:00 | 23:47 | 18:23:47 |
| 11. | Musical sting | CD Player | | 00:07 | 23:54 | 18:23:54 |
| 12. | Intro Review | Live Mic | Presenter B | 00:16 | 24:10 | 18:24:10 |
| 13. | Newspaper Review | Live Mic | Presenter C | 02:30 | 26:40 | 18:26:40 |
| 14. | Musical sting | CD Player | | 00:07 | 26:47 | 18:26:47 |
| 15. | Wind up/ Closing Comments | Live Mic | Presenter A & B | 00:53 | 27:40 | 18:27:40 |
| 16. | Music Tack (To Play Out) | CD Player | | 02:20 | 30:00 | 18:30:00 |

Running Order

Programme title: _____

[illegible]

| | PRIMARY FOCUS | NEWS | |
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| SC | PICTURE | SOUND | EST DUR |
| 1 | Title Seq | | 00:20 |
| | CU Clock ticking to programme start time. | | |
| | On Air sign goes Red | | |
| | CU Microphone. We see presenter's mouth into the programme. | I/V: "Good morning and welcome to GMU..." | |
| | PPS - Sunrise over various GV's morning NI, before Portstewart | OOV: Presenter's voice continues... | |
| 2 | We see CU of Car Radio being turned up. | | |
| | We see CU of the LCD display from studio monitors | | |
| | We see CU fingers on faders | | |
| 3 | PPS - We see the LCD display from an alarm clock – 07:30 AM | SFX: Alarm Clock | |
| | PPS - We See Joshua get out of bed | | |
| | We a close up of type written report on PC | OOV: we hear the presenter's voice read what we see. | |
| | We see Joshua run down the stairs | | |
| | PPS - We see Joshua come into kitchen Radio on in BG | <i>VO: Have you ever thought what your life might be like without the news? Every morning homes across the globe tune in to find out what is happening in the world today. There are many different reason why people listen to the news, it might simply be for the weather forecast, the sports results, travel reports or for the main news. News coverage has become an essential part of our daily lives.</i> | |
| | We see radio studio desk – screens at work. | | |
| | PPS - We see Joshua come out of his front door. | | |
| | We see Radio presenter sign off. | | |
| | We see the clock ticking towards 9 o'clock | | |
| | Red On Air sign switched off. | | |

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| | PPS - Ext School: Joshua walks into school with other pupils. | | |
| | We see presenter take headphones off. | <i>VO: Making a news programme involves many, many people, doing different jobs, but all working together in a team to bring us the story.</i> | 00:30 |
| 4 | We see newsroom gather for morning meeting | | |
| | 09:30 - Discussing the main stories for the day – etc (SEQ) | Actuality Intv: News Editor <i>"It's my job with others to decide what are the main stories for the day."</i> | 00:40 |
| 5 | PPS - We see Joshua enter classroom – PPS production meeting. Pupils discussing the student issue in Portstewart. (SEQ). | Actuality Intv: Pupils: <i>"Why the student issue should be their main story – why they went for it? And why local affairs?"</i> | 01:00 |
| 6 | 10 am: Reporters will be banging the phones. The News Organiser organising the logistics. | Actuality Intv: News Organiser: <i>"I have to arrange the logistics for the day – make sure a film crew is in the right place at the right time. There's a lot to putting on a news programme – I've got to make sure it's all happening and keeping to schedule."</i> Intv: Journalist <i>"I'm trying to get someone to talk about the story? Research is so important – so I call all my local contacts."</i> | 00:50 |
| 7 | We see Journalist on his/her way to story. | | 00:10 |
| 8 | 11am: We see a rough running order put in the system by the Senior Broadcast Journalist. Intv: Senior Broadcast Journalist | | 00:40 |
| 9 | PPS - We see Joshua and kids on way to Portstewart strand to record Vox Pops | Intv: Pupils – <i>On Interview techniques "Who, what, why, where, when, how"</i> | 00:50 |
| 10 | Journalist recording story/Intv | Intv: Journalist – <i>"Who, what, why, where, when, how"</i> | 00:50 |

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| 11 | PPS - Joshua et all recording Intvs | | 00:20 |
| 12 | 2:00 pm. News team work through running order – decide on timings, packages, etc. | Intv: Senior Broadcast Journalist <i>“Importance of timings and order..”</i> | 01:00 |
| 13 | PPS - Too Cool for School work through running order – decide on timings, packages, Selecting music for the show etc. | Intv: pupils – re: <i>running order, music, how and why the programme mix.</i> | 01:00 |
| 14 | Journalist/broadcast engineer editing story | Intv: Journalist – <i>“Why edit – what’s important”</i> | 01:00 |
| 15 | PPS - Pupils editing vox pops | Intv: Pupils – <i>“Why edit – what’s important”</i> | 01:00 |
| 16 | 3.00pm - TV The first reporters are returning to edit their pieces. We see the journalist cutting their stories. Working with editor. | Intv: Journalist - <i>“Why edit – what’s important – why Tv script will be different to radio”</i> Intv: Picture Editor: <i>“Always a rush to get the story cut in time.”</i> | 01:00 |
| 17 | 4.00pm Graphics are trying to complete their material. | Intv: Graphics designer: <i>“Have to get names of all the people and all graphics done as quickly as poss... for the editor”</i> | 00:30 |
| 18 | The producer is attempting to finalise the run order. | Intv: Producer – <i>“the running order has worked out this way because this is the important story.”</i> | 00:40 |
| 19 | News reader writing their script for radio. | Intv News reader: <i>“I write the links when I know what the running order is..”</i> | 00:30 |
| 20 | PPS - Joshua/Jordan writing their scripts, checking durations. | Intv: Joshua/Jordan: <i>“we mostly ad lib but we have to write script for the most important story.”</i> | 01:00 |
| 21 | Radio journalist writing script | Intv: Radio Journalist: <i>“because there are no pictures we have to be more descriptive to become the eyes for the audience.”</i> | 00:30 |
| 22 | We see TV script being written. | Intv: Journalist/presenter: <i>“We write our stories differently – in TV we have pictures so our scripts are not as descriptive because pictures tell that part of the story.”</i> | 00:30 |
| 23 | Internet news - We see Jackie typing out the story for the Net. | Interview Jackie Dagg: <i>“We write differently for the net – it’s really print journalism.”</i> | 00:50 |

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| 24 | 5.30pm - TV Presenters head towards make-up. | | |
| 25 | Headphones going on. Tapes/stories cued up on decks. | | |
| 26 | Clock ticking to programme start time. | | |
| | Countdown to airtime – Evening Extra | | |
| | On Air sign going Red | | 00:10 |
| 27 | PPS - Too Cool For School FM – We see Jordan and crew talking into the microphone – | Actuality: <i>"Hello and welcome to Too Cool for School. On today's prog.."</i> | 00:30 |
| 28 | 17.00 - 18.30pm Evening Extra – On Air | Actuality: | 00:10 |
| | We see presenter reading out the story for the day. | Actuality: <i>"Today's breaking news is.."</i> | |
| 29 | PPS - We see the live discussion on the student issue in Portstewart with edited Vox Pops (SEQ). | Actuality: <i>Discussion – All students are a problem.."</i> | 00:50 |
| | PPS - We see a classroom full of pupils listening to the show as it is broadcast. We see the empty school corridors as everyone is in class to listen. | | |
| 30 | We see Broadcast engineer play out package. | | 00:10 |
| | We see Exterior BBC building – transmitter. | OOV: Sound of radio prog. | |
| 31 | PPS - We see Joshua lead into a piece of music. We see CU of hand on tape deck. LED display, etc. | | 00:10 |
| | Montage: We see both radio progs intercut to music – giving the impression of lots of activity and a big sigh as they go off air. | Music: | 00:10 |
| 32 | PPS – We see Joshua and Jordan sign off. <i>"Listen in next week when we have.."</i> | | 00:10 |
| 33 | Camera crews getting ready | | |
| | Floor manager counts the show to airtime. | | |
| | 6.30pm – TV On air | | |
| | We see the director calling the shots in the gallery. | | |
| | We see newsreaders leading with headlines. | | |

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| 34 | PPS - We see Joshua at home watching Newsline @ 6.30 | VO: | |
| | BCU TV Screen Pixels | Actuality: News report fades out – music. | 00:10 |
| | END CREDITS | | 00:20 |
| | | | Total |