



## **Training Guide:**

# **How to fill out a Running Order**

- There are three main parts to filling out a running order. Firstly, you need to fill out the show information on top of the running order. Have a look at the example below.

## Claremorris Community Radio Running Order

Date: 04/11/2009 Time: 12.00

Show: MONEY MATTERS

Presenters: EDDIE SWEENEY

Sponsor ZURICH

Producer: AIDAN LONG

Sponsor Credit broadcast X 3

YES

NO

(a) The date and time should be **the date and time that the show will be broadcast**. So please bear this in mind if your show is pre-recorded.

(b) If you are doing the desk yourself, please put your own name in the 'Producer' section.

(c) If your show does not have a sponsor, you do not need to fill out the 'Sponsor' section or the 'Sponsor Credit Broadcast' section.

- Next we have the main body of the Running Order. Please see the example below.

Item	Duration	Real Time	Description	Irish link
SC	0.30	12.00	MONEY MATTERS INTRO MUSIC	
LINK	3.30	12.00	INTRODUCTION TO SHOW	
CD	4.06	12.03	STEREOPHONICS - DON'T LET ME DOWN	
LINK	8.00	12.07	FINANCIAL NEWS	
CD	3.32	12.15	THE THIN LIZZY - THE BOYS ARE BACK IN TOWN	✓
LINK	3.00	12.19	FINANCIAL NEWS CONTD.	
SC	2.35	12.22	AD PACKAGE #4	
LINK	12.00	12.25	INTERVIEW WITH JOSEPH SOAP	
CD	5.11	12.37	SHERYL CROWE - LEAVING LAS VEGAS	
SC	2.32	12.42	AD PACKAGE #8	
LINK	7.00	12.45	INTERVIEW CONTD.	
CD	3.02	12.52	SNOW PATROL - SPITTING GAMES	✓
LINK	3.00	12.55	WRAP UP + GOODBYE	
CD	3.30	12.58	ROLLING STONES - JUMPIN' JACK FLASH	
Signed				

(a) In the '**Item**' column of the Running Order, please fill out what the item is or where it comes from. All spoken parts should be put down as 'Link', If you play something from the Sound Cart, put down 'SC', or if you are playing something from an iPod, put down 'MP3' etc.

(b) In the **'Duration'** column, put down the length of the piece in the format mm:ss. You don't need to be too precise (for example, you can round the length of a link off to the nearest minute).

(c) In the **'Real Time'** section, you need to fill in the time (to the nearest minute) when the item begins. You can do this in the format hh:mm. If you are not watching the clock, a simple way to work this out is to simply add the duration of the previous piece to it's real time. See example on Page 1.

(d) For the **'Description'** section, put a short description of the item you are doing. If it's a song, put the name of the artist and the title of the track in this section. If it's a link, put in a short description of what it is you're talking about. Again, see the example on Page 1.

(e) Finally, in the **'Irish Link'** section, please tick any links that are in Irish or any **songs by Irish artists.**

(f) And don't forget to **sign your running order** at the bottom when you are finished.

- At the bottom of your running order, you must list all of the ads/sponsorship tags you play during the show. All you need to do for this is to put the name of the Ad Package you play and the time you play it at, again to the nearest minute. Please see the example below.

*List all ads played in your show here*

Name of Ad	Time in show played	Name of Ad	Time in show played
AD PACKAGE #4	12:22		
AD PACKAGE #8	12:40		

And thats it! Remeber that the running order is important for our records so please take the time to fill it out fully. We know it's not fun but it is important! If you have any problems or questions please ask any of the staff and we'll be happy to help.