Radio script template: one-hour music show

From jinglelark.com/guides/radio-script. Free to copy and change.

Show: _____ Station: _____ Date: _____ Presenter: _____

Cues in CAPITALS are not read aloud. Replace anything in [square brackets]. Write a duration next to every item.

Rundown

Minute	Item	Live or recorded	Length	What to write	Your notes
:00	Top-of-hour station ID	Recorded	0:10	Station name and slogan. Licensed US stations: the legal ID.	
:00	Show intro	Recorded	0:10	Show name, presenter, what it plays.	
:01	Hello and what's coming up	Live, scripted	0:20	Time, station, your name, one reason to stay.	
:01	Songs 1 to 3	Music	11:00	Note each intro length if you talk over it.	
:12	Link 1: back-announce, one idea, tease	Live, from notes	0:30	First line and last line written out.	
:13	Sweeper, then songs 4 to 6	Recorded, music	11:30	Note the first and last song so you can back-announce.	
:24	Link 2: time check and weather	Live, numbers scripted	0:30	Write the figures the way you will say them.	
:25	Sponsor read or underwriting credit	Live word for word, or recorded	0:15	The sponsor's name exactly as agreed.	
:25	Songs 7 and 8	Music	8:00	Mark any song that ends cold.	
:32	Station ID into the feature	Recorded, then live	0:15	Name the feature and the guest.	
:33	Feature: guest, local diary or listener messages	Live, bullet points	5:00	Write more questions than you need; the answers decide which you ask.	
:38	Songs 9 to 11	Music	11:00	Pick the song you will talk out of.	
:49	Link 3: listener messages, tease the next hour, then songs 12 and 13	Live, from notes; music	9:30	Read names and places back clearly.	
:58	Sign-off or handover, sweeper to the top of the hour	Live, scripted; recorded	0:30	Thank listeners, say what is next.	

Link scripts

Radio show intro script (the show open) (Top of the show, recorded once)

Good morning! This is Kettlebrook Breakfast. The kettle's on and the music's rolling. Let's go!

Live hello after the intro (Straight after the recorded intro, live)

Six o'clock on Kettlebrook FM. I'm Maya, here until nine. The weather is on the way, and after seven I'll tell you what's on in town this weekend.

Back-announce (After two or three songs, live)

That was [Song] by [Artist], and before it [Song] from [Artist]. It's twelve minutes past seven on Kettlebrook FM.

Tease (End of a link, live)

More from [Artist] on the way. And at half past, the What's On diary: three things to do in town this weekend.

Time check and weather (Every quarter or half hour, live)

It's seven thirty on Kettlebrook FM. Outside it's [number] degrees and [dry or raining]. Top temperature today, [number].

News and weather intro (Before the bulletin, recorded once)

Kettlebrook FM news and weather. On the hour, every hour.

Request line (Once or twice an hour, recorded or live)

Got a song you want to hear? Send your request to Kettlebrook FM.

Sponsor read (Where the rundown says, word for word)

Kettlebrook Breakfast is brought to you by [Sponsor name], [what they do], on [street] in [town].

Guest introduction (Start of the feature, live)

My guest this morning is [Full name], who [one line on why they are here]. [First name], welcome to Kettlebrook FM.

Top-of-hour ID (Start of each hour, recorded once)

It's the top of the hour. This is Kettlebrook FM, streaming live, wherever you are.

Radio show sign-off script (Last link of the show)

You've been listening to Kettlebrook Breakfast on Kettlebrook FM. Thanks for your company. Back tomorrow from six.

Check before air

[ ] Station ID at the top of the hour (licensed US stations: call letters + community of license)

[ ] Sponsor named exactly as agreed

[ ] Hard names have a pronouncer, e.g. Worcester [WUUS-ter]

[ ] Numbers written the way you will say them

[ ] Read aloud and timed