



## Show Planning Template

An important step in developing a radio broadcast is taking time to consider the aims of the broadcast, consider your message and target audience, think about some practical ideas for making the show work, reflect on what you have planned, and then approach the station having at least taken some time to document your ideas. Please print and fill in this Show Planning Template, make an appointment, and bring it with you to discuss with station staff.

**Main contact person / broadcaster:**

**Phone:**

**Email:**

Other people involved:

Does your show idea represent any specific community?

**Possible names for radio show:**

**Proposed show content:** (please circle as many as appropriate)

Music news politics religion/belief general info interviews pre-recorded content guests other

Please describe your ideas in detail:

**Scheduling:** Preferred length of show (please circle): 30 minutes 60 minutes other.....

**Potential sponsors:** Free FM depends on sponsorship of radio shows. If you have any ideas for potential show sponsors please list them here, and our Sponsorship and Marketing Coordinator will work with you to secure sponsorship of your show's airtime costs.

**Name:**

**Business:**

Has the sponsor been approached?

Phone:

Email:

**Name:**

**Business:**

Has the sponsor been approached?

Phone:

Email: