



The Show Rundown’s purpose is give you a real broadcast-like template to help you organize your show. You can write out your questions, list and label power point slides and note start and end times of DVD clips on the DVD. If there is a planned demonstration or performance, you **MUST** complete and submit a [Demo/Performance Summary](#).

I have created this [Sample Show Rundown](#) for you to use as a reference on how to fill one out for your own show. You will note that it lists the questions to be asked in the order planned and also marks which power points or DVD clips are to be used and when. There is a time column that is used to add the time cumulatively. It will tell you how far you are into the show and how much time is left. Sometimes the hardest thing is finding the right balance of questions and visuals and leaving enough time to discuss your topics. Hopefully the rundown will help you stay on time.

To create your own Rundown, use the blank form [Show Rundown](#). It is in Microsoft word and the table will expand as you type in the cells. TIP: You can add rows by placing cursor in a row then click on Table in the menu and dragging down and selecting Insert then Row Above or Row Below.

It is important to give/email BNN Live a copy of all Power Point slides and guest On-Air Tags, Show Rundown and Demo/Performance Summaries 48 hours before your show. All forms are to be sent directly Liveshowinfo@bnntv.org not to individual staff members.

SAMPLE

Show Name: Smith n Thomas Date _____ Time _____

Producer: Suzy Thomas Phone (617)123-4567

Host/s: Al B. Smooth

Video/Visual	Time	Audio
Roll (OPEN on DVD)	:00	Music on DVD
	:30	Host Intro
Roll In #1 (DVD)	1:30	DVD
	2:30	Host intro guest (Sam Spade, Investigator xyz Security)
		Q1: Could you describe your organization’s role in Boston?

		Q2:What are your organization's goals for expansion ?
	13:00	Your recent event was a great success. In fact we have pix. Could you describe what they are?
PPT #1-3 (PIX)		Discuss PPT. Pictures
Host/ guest		Your future events are interesting can you tell us more about them. In fact I think we have a flyer.
PPT #4 & #5 (FLYERS)	17:00	
Host & Guest	18:00	
		Q 3-5
Roll in #2 CLOSE (DVD Track 6)	24:00	

Power Point File Names: SNTnov11.ppt

Source: _guestCD & email

*Bring backup copies of all files. BNN will not save old show Power Points except for show opens/closes.