



## SAMPLE Show Rundown

The Show Rundown's purpose is to give you a professional template to help you organize your show. You can write out your questions, list and label PowerPoint 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](#).

We 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 PowerPoints or DVD clips are to be used and when.

There is a time column that is used to add the time cumulatively. Remember the amount of time you plan for a certain topic should equal the importance of that topic. 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 so that you can cover the topics that are important to you and leave time for audience call-ins.

This is meant to be a guide. You are doing a live show and the guest or audience question or comment could change the order of the conversation but the Rundown will still remind you of the important points you want to be sure to cover.

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 a copy of all PowerPoint slides and guest On-Screen Tags, Show Rundown and Demo/Performance Summaries 48 hours (2 working days) for BNNLive and one week for CTV before your show. All forms are to be sent directly [LIVEshowinfo@bnnmedia.org](mailto:LIVEshowinfo@bnnmedia.org) or [CTVPrograminfo@bnnmedia.org](mailto:CTVPrograminfo@bnnmedia.org) , not to individual staff members.**



## SAMPLE Rundown

**Show Name:** Smith n Thomas    **Date** 1/3/08 **Time** 8PM  
**Producer:** Suzy Thomas    **Phone** (617)123-4567  
**Host/s:** Al B. Smith

Video	Cume Time	Audio	Segment Time
Roll (OPEN on DVD)	:00	Music on DVD	30
Call In Tag	:30	Host Intro Invite audience to join the conversation. Give Call-in phone: 617-708-3290	1:00
Roll In #1 (DVD)	1:30	DVD	1:00
Screen Tag :Sam Spade, Investigator xyz Security	2:30	Host intro guest	10:30
		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?	5:00
PPT #1-3 (PIX)		Discuss PPT. Pictures	
Host/ guest Call In Tag		Invite audience to join the conversation. Give Call-in phone: 617-708-3290  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	...	1:00
Host & Guest	18:00	...	6:00
		Q 3-5 .....	
Roll in #2 CLOSE (DVD Track 6)	24:00	...	1:00
		This has been a BNNLive Production on Boston Neighborhood Network Television.	

**PowerPoint File Names:** SNTnov11.ppt

**Source:** guestCD & email

\*Bring backup copies of all files and a print out of Powerpoints (9/page). BNN will not save old show PowerPoints except for show opens/closes