
MUSIC PROGRAMMING – 10 TIPS FOR SUCCESS

1) Pray

You are not alone in this process

2) Balance the hour

Q. What content could we include?

News / music / links / ads / interviews / packages / vox pops /
weather / traffic / competitions / phone-ins / thoughts / drama /
promos / discussion... etc.

Use a CLOCK – add fixed points first / add major items / work out
remaining time / work out best place for music, links, IDs, jingles,
competition / make sure the placing of items follows station Music
Policy or Station Policy

3) Create a running order

From the clock – with rough timings / the operator needs one too /
include durations of songs and items / include durations of the
music intros of songs

4) Prepare any pre-recorded content

Interviews / thoughts / competition audio / packages etc

5) Choose the music

Keep a variety – male/female, solo, group etc. / what is station
Music Policy?

6) Prepare the links

Even if you ad lib you need to know roughly the content of a link before you start speaking – make notes / be conversational / sound like a friend / maintain the right mood (up/down) / what is the purpose of each link? Is it a back announcement? Is it a cue? Is it for a competition? Set things in context.

Remember station policy with regard to links – use of station name / use of slogan / your name / trail, trail, trail....

7) Back-time the running order - Adjust as you go along

8) Practice

Work out hand signals / keep an eye on the clock / check levels / cue things up

9) Pray again before opening the mic!

10) Enjoy!

Relax / deep breaths / stay calm / be yourself / don't dwell on mistakes

Think about the listener – will they understand what I'm saying?

Think ahead – what's next? – how do I prepare?

Keep to timings if possible – watch the clock

Fade songs carefully and with respect to the music.