

The following is a guideline of how we want to see PA shows formatted. If you have an “in the news segment/announcements” at the beginning of the show they should not last for more than 5 minutes.

Your guest intro and “in the news/announcement” segments should be written out and **read through out loud** before your show begins.

If your show may contain sex, violence, or other disturbing content you must read a short disclaimer at the beginning.

You must get your guest on the phone before your show begins.

Timing guideline for public affairs program

00:01	Minute Station ID and Underwriting
00:02	30sec-1min theme song
00:03	5 Min intro of self/show/topic/guest (should include book title/website/contact info)
00:08	10 min of content/interview
00:18	2min Reintroduce Guest and show topic
00:20	10 Min of content/interview
00:30	reintroduce guest and show topic
00:40	Take calls (if applicable) reintroduce guest
00:55	Ask final question, start to wrap-up show
00:57	Thank guest, give out guest contact info, forward promote next weeks show
00:59	If the following show does not have a live guest read id and uw
01:00	End show.