



## **Cue Sheet Template**

**STATION NAME**

**SUBJECT/REPORTER      DATE OF BROADCAST      PROGRAMME**

**GENRE:** (factual report, personal opinion/commentary, interview, satire, etc.)

### **BODY OF CUE**

Ideally about 4 short paragraphs:

Paragraph: 1: set up/hook (perhaps an association that leads to the topic)

2: detail/information/explanation

3: more detail

4: introduce package and reporter

**IN:**      First words heard on the package

**OUT:**      Last words heard on the package

**DUR:**      Total duration (time) of the whole package in minutes (‘) and seconds (‘‘)

**BACK-ANNO:** Follow up comments from the programme presenter

