Talk Show Format

Get special guest on VIP line: 707.263.3416  *Don't publicize this number.*
Turn cell phones off.
Wait until Top of Hour by Board Clock
ID Station:
“KPFZ 88.1 FM Lakeport, Clearlake, and all around the lake.”
Underwriting Announcement from book
Theme Music
ID Program:

Introductions:
- Host
- Guest
- Topic

Disclaimer
We will open up the phone lines at ______ after/before the hour.

1st part of program: Overview of topic in general.

Phone Calls: (707) 263-3435

Repeats:
This show is broadcast live on ______ at ______, and repeated on ______ at ______
If you are listening to the rebroadcast, there is no one here to take your calls.

Break: Music, Station Announcements:
Office phone is 263.3640

2nd part of program: Follow up in detail, Take calls.

Materials Referenced:
- Books
- Websites
  - http://community.kpfz.org

Contact Information:
- Guest & Host
- Phone and Web

Credits:
- Production Assistance by ________________________
- Technical Assistance by ________________________

If You'd like to hear this program again, it will be rebroadcast on ______ at ______.
On our next program will be on ______ at ______, and we'll be talking about ________

Coming up next:

__________________________  __________________________
__________________________  __________________________

Disclaimer
“The views and opinions expressed on this program are those of the speaker and do not necessarily reflect those of the staff or management of this station.”

Timing
- Intro – :00 - :05
- Part 1 -- :05 - :25
- Break -- :25 - :30
- Part 2 -- :30 - :50
- Summary, Goodbyes -- :50 - :55
- Make Room for Next Program -- :55 - :60

Bring
- Headphones
- Music
- Keys
- Books
- Cheat Sheets
- Water