

Radio show prep schedule - example

<i>Week 29 / 2018</i>	<i>Tue / Jul 17</i>	<i>Wed / Jul 18</i>	<i>Thu / Jul 19</i>	<i>Fri / Jul 20</i>
On-air station events	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (morning show finale)
	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Summer Show (ton)
On & off-air station events	Morning show live broadcast from glass container on Central Station square with Hawaii contest live	Morning show live broadcast from glass container on Central Station square with Hawaii contest live	Morning show live broadcast from glass container on Central Station square with Hawaii contest live	Morning show live broadcast from glass container on Central Station square with Hawaii contest final
Off-air station events	KISS Summer Splash! with free entrance for all KISS Insiders @ Splash!, 6-10 pm (rec. listener audio)	KISS Charity Lunch for children & parents with local schools @ The Garden, 1-3 pm (rec. listener audio)		KISS Summer Show concert with talent stage @ West Park Fair, 8-11 pm (rec. listener audio)
	PPM Hot Zip Code billboard campaign	PPM Hot Zip Code billboard campaign	PPM Hot Zip Code billboard campaign	PPM Hot Zip Code billboard campaign
Programming events	Weekly Callout for current music (test results in tonight)	Music: new adds and rotation fine-tuning @ PD office, 10 am	August 2018 PPM starts today	Sales: brainstorm back-2-school promo @ GM office, 11 am
Community events	Opening ceremony new public outdoor swimming pool @ Splash!, 6 pm	St. Paul's Children Hospital starts fundraiser for guesthouse	Major's final press conference before summer recess @ City Hall, 7-8 pm	Local school holiday begins (ends Aug 31), West Park Fair starts (ends Jul 29)
Media events			Ariana Grande performing @ Music Dome, 8-11 pm (rec. winner and listener audio)	Movie premieres: 'Zoe' (streaming), 'Equalizer 2', and 'Mamma Mia: Here We Go Again'
Primary Promo pos.	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (contest ends Jul 20)	KISS Hawaii Fly (morning show finale)
Secondary Promo pos. 1	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Ariana Grande (Thu)	KISS Concert Tickets Summer Show (ton)
Secondary Promo pos. 2	Music Image #1829	Music Image #1829	Music Image #1829	Music Image #1829
Reminders	Final prep (apart from current music rotation) for August 2018 PPM	Might need to adjust Music Image #1829 promo based on music meeting decisions	After 6pm, replace KISS Concert Tickets Ariana Grande promo by KISS Concert Tickets Summer Show promo	After 9am, replace the KISS Hawaii Fly promo by back-sell version w/ aircheck highlight & contest winner audio
Team holidays	Frank, Midday Personality (back on July 23), Katie sits in	Frank, Midday Personality (back on July 23), Katie sits in	Frank, Midday Personality (back on July 23), Katie sits in	Frank, Midday Personality (back on July 23), Katie sits in, Morning show 2 wk. vacation from Jul 23 (Frank & Katie sit in)
Team birthdays	Katie (July 17 1980), Weekend Personality, party @ Katie's 7pm		Rob (July 19, 1974), Music Director, drinks @ MD office 5pm	

Radio show prep schedule - template

<i>Week (number) / (year)</i>	<i>Mon / (date)</i>	<i>Tue / (date)</i>	<i>Wed / (date)</i>	<i>Thu / (date)</i>	<i>Fri / (date)</i>	<i>Sat / (date)</i>	<i>Sun / (date)</i>
On-air station events							
On & off-air station events							
Off-air station events							
Programming events							
Community events							
Media events							
Primary Promo pos.							
Secondary Promo pos. 1							
Secondary Promo pos. 2							
Reminders							
Team holidays							
Team birthdays							

Radio show prep sheet - example

8-9 am	Tue / Jul 17
08.00 Talk	Service: News, Weather & Traffic Update + talking over Ramp Jingle:
	Mention: live broadcast from glass container on Central Station square
	Mention: KISS Hawaii Fly, your chance for a 2-person, 2-week, all-inclusive Hawaii holiday this hour...
	Presell: first, a new Phone Tap, coming up right after [artist] !
<i>Music</i>	
08.05 Talk	Benchmark: Phone Tap (pre-recorded) (repeat from 06.05)
<i>Music</i>	
08.10 Talk	Mention: live broadcast from glass container on Central Station square
	Topic: Interaction with attendees
<i>Music</i>	
08.15 Stopset	Primary Promo: KISS Hawaii Fly (going into Commercials)
<i>Music</i>	
08.25 Talk	Mention: KISS Concert Tickets Ariana Grande, kissradio.com , keyword Ariana, for your chance to win!
<i>Music</i>	
08.30 Talk	Service: News, Weather & Traffic Update + talking over song intro:
	Mention: live broadcast from glass container on Central Station square
	Mention: KISS Hawaii Fly, your chance for a 2-person, 2-week, all-inclusive Hawaii holiday in minutes...
	Presell: first, a new Battle of the Sexes, coming up right after [artist] !
<i>Music</i>	
08.35 Talk	Benchmark: Battle of the Sexes (live) (record to repeat tomorrow 06.35)
<i>Music</i>	
08.40 Talk	Mention: live broadcast from glass container on Central Station square
	Topic: Contest with attendees (in other shows: contest with callers)
<i>Music</i>	
08.45 Stopset	Secondary Promo: KISS Concert Tickets Ariana Grande (going into Commercials)
<i>Music</i>	
08.55 Talk	Mention: KISS Summer Splash!, kissradio.com , keyword Splash, for your chance to win!
<i>Music</i>	

Radio show prep sheet - template

<i>(hour) am/pm</i>	<i>(day) / (date)</i>
.00 Talk	Service:
	Mention:
	Mention:
	Presell:
<i>Music</i>	
.05 Talk	Benchmark:
<i>Music</i>	
.10 Talk	Mention:
	Topic:
<i>Music</i>	
.15 Stopset	Primary Promo: (...) (going into Commercials)
<i>Music</i>	
.25 Talk	Mention:
<i>Music</i>	
.30 Talk	Service:
	Mention:
	Mention:
	Presell:
<i>Music</i>	
.35 Talk	Benchmark:
<i>Music</i>	
.40 Talk	Mention:
	Topic:
<i>Music</i>	
.45 Stopset	Secondary Promo: (...) (going into Commercials)
<i>Music</i>	
.55 Talk	Mention:
<i>Music</i>	