

## Sample Rundown Sheet

The rundown sheet describes the events during the show. A sample is below. The first column is the time remaining in the show when that particular part of the show starts. The second column tells how long that part of the show will last.

A rundown sheet for a show that has complicated graphics or music requirements should have columns to describe those.

Start	Duration	Content
28:30	0:40	Leader tape sequence
24:20	1:20	Host introduces the show and guests.
23:00	8:00	Interview guests. Introduce demonstration
15:00 (approx.)	8:00	Demonstration
7:00	5:30	Host continues the interview with the guests
1:30	0:30	Host prompts guests to summarize their messages.
1:00	0:30	Host closes the show
0:30	0:30	Credits.