



Planning Sheet & Script

PRESENTER 1:

PRESENTER 2:

PRESENTER 3:

STUDIO DIRECTOR:

FLOOR MANAGER:

STUDIO PRODUCER:

STUDIO PRODUCER:

STUDIO ASSISTANT PRODUCER:

STUDIO RUNNER:

MAKE-UP ARTIST / WARDROBE:

SOUND SUPERVISOR:

TRANSMISSION DATE:

Words

Eg – “Hello and welcome to Blue Peter”

(then perhaps later on...)

“Right now I’m going to talk to Dr Smith who
Performs cleft operations”

Actions

Presenters say hello standing up

Helen interviews Dr Smith, sitting