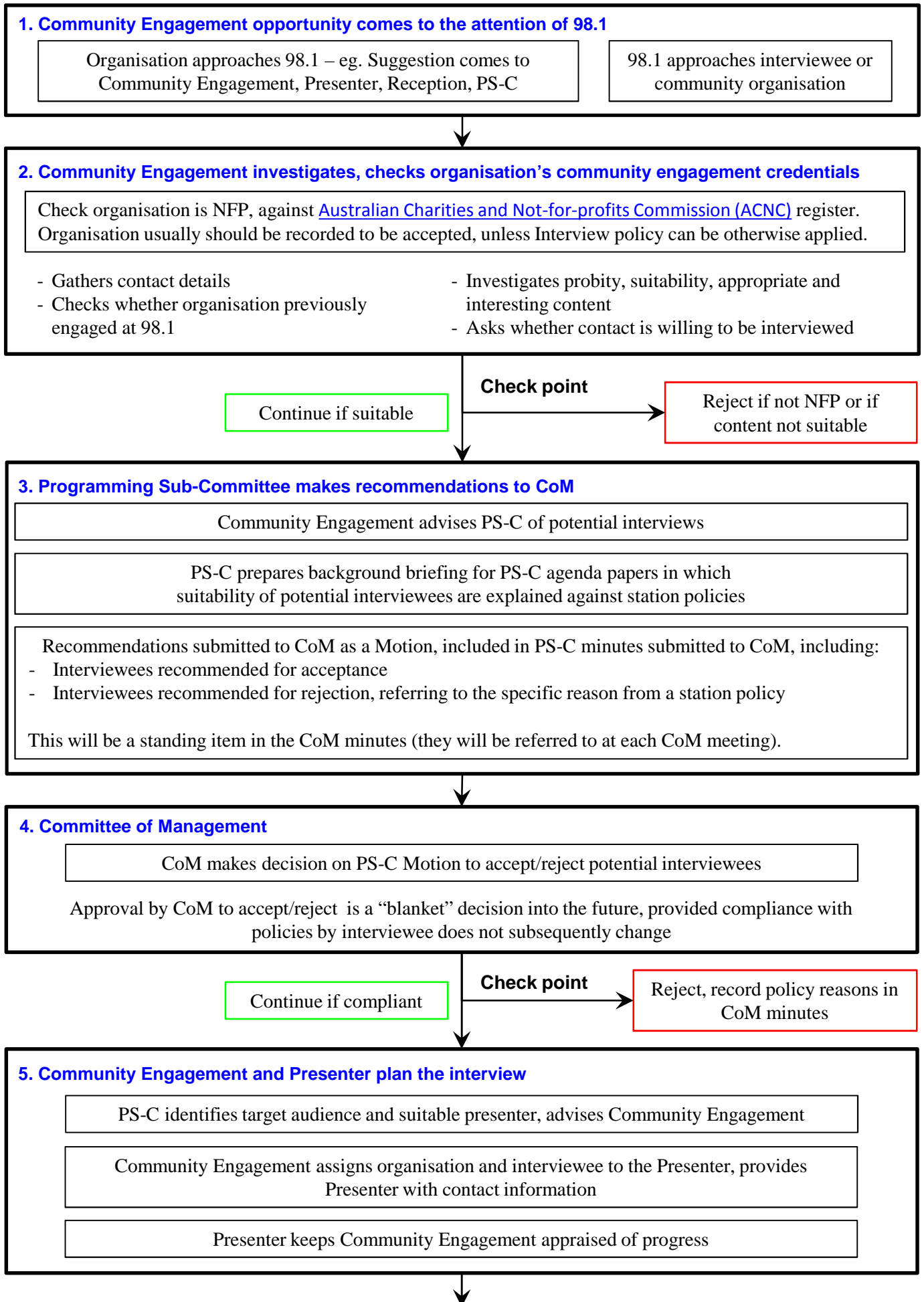


Radio Eastern FM 98.1 – New Interviewees – Procedural Flow Chart





6. FM 98.1 makes arrangements, Presenter prepares interview and other programming information

Interviewee agrees to conduct interview

Receptionists informed to expect interviewee

Presenter conducts research and also liaises with the organisation and interviewee. Writes questions/running sheets.

98.1 advises interviewee of time and place, and any housekeeping details (parking, disabled access, microphones, tea/coffee, membership, sponsorship, etc)

Community Engagement assists with maintaining contact with interviewee



7. Interviewee and Presenter conduct interview/present content



8. Presenter records details in Community Engagement/Interview register

Date, time, presenter name(s), interviewee name(s), organisation name. What was the content? How presented (face-to-face, phone, outside broadcast). Live or recorded?

Presenter makes recommendations to PS-C/Community Engagement. How successful was it?:

- Have them again, have them regularly
- Topic ideas for next time
- Coaching, guidance, technical advice to interviewee
- What was the public response?
- Was interview conducted according to plan?

Check point

Don't have them at 98.1 again

More appropriate for a different presenter

Interview again, same presenter

9. Organisation encouraged to report to Community Engagement at 98.1

Organisation/Interviewee makes observations:

- How successful was the interview?
- Did you get your message across?

Organisation makes housekeeping requests:

- Were arrangements suitable?
- Was communication adequate?
- Would you like any different kinds of assistance?

Organisation makes recommendations:

- Interview again
- Interview regularly
- Don't interview again
- More appropriate for a different presenter?
- Suggest ideas for topics for next time

These questions could be put on a simple form, especially for new interviewees/organisations.