<u>**MUSIC: "THEME FROM SHAFT"**</u> <u>**(ESTABLISH, THEN UNDER)**</u>	
<u>**ANNOUNCER 1:**</u>	Radio scripts use a two-column format. Production instructions are located in the left column, with the script in the right. Production instructions are typed in uppercase characters and underlined (as shown). These instructions need to be concise and precise, leaving no doubt as to the writer's/producer's intentions.
<u>**ANNOUNCER 2:**</u>	The script in the right column uses broadcast style. That means short, active voice, S-V-O sentences. Attribution and titles come first. Attribute in present tense. There are special rules for handling numbers.
<u>**SFX:**</u>	(LARGE CROWD CHEERS :04)
<u>**ANNOUNCER 1:**</u>	The description of sound effects (SFX) are in the right column, in parentheses and in uppercase characters (as shown above).

<u>**ANNOUNCER 2:**</u>	At the end of the first page, indicate there are additional pages to come be writing "more" (as shown).
<u>**ANNOUNCER 1:**</u>	Here's the technical formatting stuff you want to know. To create a two column/one row table in your WORD document. Use 1.5 line spacing. It is easy to line up the instructions on the left with the script on the right using hard returns. To have a clean document without hand-written headers, <u>you have to create a new table for each page</u>. Sure, it's a pain. But that's what you have to do if you want to have a professional document. Remember: do not split a sentence between two pages of the script. That would defeat the purpose of this format: to make it easy for the announcer to read.
<u>**ANNOUNCER 2:**</u>	At the end of the script, close the table and use "#" If you have been using a music bed throughout the spot, don't forget to fade it away (as shown).
<u>**MUSIC (FULL, THEN FADE AT :30)**</u>	