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| **Program name:** | **Date:** | |
| **Presenter name:** | **Time:** | |
| **Presentation** | | |
| **Item** | **Comments** | |
| Does the presenter present a strong intro for their program? (including presenters’ names, program name, station ID and an engaging rundown of the program) |  | |
| Are there any distracting noises e.g. the sound of paper rustling under the microphone? |  | |
| Does the presenter keep voice levels even, and ensure no popping “p”s, hissing sibilance or off mic voices went to air? |  | |
| Did the presenter keep talk breaks to a minimum and segue neatly to next item? |  | |
| Does the presenter’s voice rise and fall in a natural pattern?  Do they sound like they are reading at any point? |  | |
| Does the presenter speak clearly and maintain a constant volume? |  | |
| Does the presenter sound “out-of-breath” at any point? |  | |
| Does the presenter speak at an acceptable speed? |  | |
| Does the presenter stumble over words? Do they “um” and “err” “like” or other habitual words? |  | |
| Does the presenter ensure presentation style is personal, warm, engaging, conversational and inclusive? |  | |
| Does the presenter sound like they were talking to one person? |  | |
| Does the presenter back announce and reset regularly ie. do a time call, station-ID, program ID or presenter ID at regular intervals? |  | |
| Is there interesting and well-presented information on the music choices?  Did they say “and that was” (0r have any other repeating phrases that got annoying to listen to?) |  | |
| If more than one presenter, did they work well together?  Did they exclude the listener?  Did they crap chat? |  | |
| **Suggestions** | | |
| **Technical** | | |
| Does the panellist/presenter switch smoothly between sources? |  | |
| Is there any dead air? |  | |
| Are there any technical errors or problems? |  | |
| If any technical problems, does the presenter recover quickly and effectively? |  | |
| **Suggestions** | | |
| **Interviews and segments** | | |
| Are the interviews or segments entertaining and relevant to the program brief and target audience? |  | |
| Is there interesting and well-presented information on the music choices? |  | |
| Is the introduction to segments or interviews presented smoothly and in a manner to encourage people to keep listening? |  | |
| Is the duration of each item or segment appropriate or effective? |  | |
| Are there any themes or connections made between music choices? |  | |
| If interviews - are they listenable and interesting? Did you feel invited in as a listener, and enlightened or entertained in some way by the interview? |  | |
| Was the talent right for the show? |  | |
| Are the interviews or segments entertaining and relevant to the program brief and target audience? |  | |
| Any legal and regulatory issue about this show - sponsorship guidelines breaches, offensive language, defamation, subjudice, copyright? |  | |
| Overall is the content in the show interesting to listen to? Why or why not? |  | |
| Did the show include a live subscriber call and have positive comment on any sponsorship, cross promotions or CSAs played? |  | |
| Does the show have Promo? |  | |
| **Suggestions** | | |
| **General comments** | | |
| **Reviewer’s Name** |  |  |