



PROGRAM REVIEW

Program Name:
Presenter(s)/Producer(s) Names:
Program Format (magazine, current affairs, music etc.):
Timeslot:
Date of Broadcast:
Feedback Provided By:
Guidelines to reviewers for completing the form: Complete the questions using either: never, sometimes, mostly, always, OR Yes/No/NA – short comments permitted

Program mission/brief:

Technical Production
Are the levels of the program consistent?
Did the presenters use the microphone correctly?
Are there any “pops” or “clicks” on air?
Was there any distracting background noise?
Was material cued correctly?
Was there any silence or dead air?
Was pre-recorded material adequately edited?
Is the sound quality of pre-recorded material clear?
Were technical issues identified and fixed promptly?
<u>Comments:</u>

Program Concept
<i>This section relates to the particular program brief or concept and Edge's Mission Statement</i>
Does the program achieve what it is aiming to communicate? (Refer to individual program brief)
Does the program adequately reflect Edge's mission statement?
Did you find the program interesting and informative?
Is the style of the program appropriate to what it's trying to communicate?
Does the program engage with its audience?
<u>Comments:</u>

Program Presentation
Is the program introduced effectively including a showcase?
Do you get a sense of what's 'still to come' throughout the show?
Is the program well paced?
Are segments linked together efficiently?
Is the show identified adequately (enough/too much)?
Is the station identified every 7 minutes?
Is the station identified live by the presenter/s appropriately? (ie Edge Radio, Edge Radio 99.3, no use of 'FM')
Are other programs on Edge promoted?
Was all music consistently forward or back-announced?
Is the presenter clear and to the point?
Is the presenter's vocal style expressive?
Are there any overused words or phrases?
Are there any other distracting habits?
Is anyone speaking too much?
Is anyone not speaking enough?
Does the presenter sound like s/he is reading from a script?
Is the listener included or excluded by the personal dynamics between presenters?
Are sponsorship announcements and CSAs played correctly and on time?
Is the program well-timed? (News goes to air on time and show finishes on time)
<u>Comments:</u>

<u>Program Production</u>
Does it appear that this program was well planned?
Are any interviews well prepared?
Does the interview make the subject matter accessible to the listener?
Does the interviewer listen to and follow up answers?
Is the interview too long or too short?
Does the music flow together well?
Is the music appropriate for the timeslot?
Is Australian music played during the program?
Is interesting information about the music presented?
<u>Comments:</u>

<u>Editorial/Legal Issues</u>
Were any potentially defamatory statements made?
Were any comments made that are potentially in contempt of court?
Were any statements potentially in breach of sponsorship guidelines?
Did any interviews or discussions focus too heavily on (ticket) prices, times, venues or phone numbers?
Were any comments made that could be viewed as advertising?
Was a music log completed?
<u>Comments:</u>

Suggestions for Improvement
What would you say were the strengths of the program?
What specific changes could be made to improve this program?
Additional comments: