



Radio Show Comedy Checklist

Names: _____

Laptop Number: _____

Stage 1: Create Inspiration Diagram

- 1. Open Radio Design template
- 2. Save as: "Final Draft" with your initials – Example: "Final Draft CT JS"
- 3. Add show details – Select each topic and add detail using rapid fire.
- 4. Organize concepts using color – Make sure your diagram is easy to read and free from extra graphics
- 6. Print in outline form

Stage 2: Storyboard

- 1. Illustrate a story idea with storyboard
- 2. Include all characters and special sound effects
- 3. Plan your commercial break

Stage 3: Write Script

- 1. Add proper heading: Name class, "Radio Script" title, and laptop number
- 2. Plan lines and sound effects
- 3. Practice

Stage 4: Record

- 1. Open GarageBand
- 2. Create a new project
 - Save as "Tech Radio" with your initials and laptop number
Example: – Example: "Final Draft CT JS 12"
 - Record your voices
 - Add radio intro and ending jingles
 - Add jingles and sound effects
 - Remember to save often
- 3. Export to iTunes when recording is complete

Reminders

- ★ Be sure to open your own file by going to **File**, then **Open Recent** after creating your project.
- ★ Make sure your content is appropriate for school (PG: No violence or inappropriate content)
- ★ Save often.
- ★ Get permission before printing.
- ★ Adjust volume to ensure jingles and sound effects do not detract from your production.