



## **Editing a pre-recorded interview**

1. Outline of the interview, with time details: where exactly
2. Text that you will use to introduce and connect the chosen passages and for the end of the edited interview
3. Running order, complete with times, listing your text and the selected interview passages in the correct sequence
4. Recording of selected text- passages of text by using your running order
5. Adjustments on final production if necessary
6. Cue sheet: time of entire production, introduction by presenter, full name of the guest and the interviewer, first and last words (in cue and out cue) of the production

