

Presentation Details

From:

Name of Producer:

Date of Issue:

Time of Tx Contact No:

Programme details

Title:

File name:

Subtitle [if applicable]:

Source (if live):

Date & Time of Tx:

Date & Time of Rpt Tx [if applicable]:

Delivery method [e.g. direct to R3 Highlander*, MediaShuttle, Dira Transfer]:

If delivering into the Radio 3 Dira Highlander area, please put your file in the **R3 Ingest store;
if delivering by other please specify below.*

Transmission details

Suggested Opening Announcement from continuity presenter:

Audio in words:

Audio out words:

Programme duration:

Suggested Closing Announcement from continuity presenter:

Pronunciations:

Any other info we need to know about the programme:

For further information please see the Radio 3 Style Guide on the [Radio 3 Commissioning Page](#)