**FORMAT FOR 1-MINUTE SCHOOL REPORTS**

**MUSIC: INSTRUMENTAL MUSIC UP THEN UNDER ANNOUNCER**

ANNCR: I’m (*Name*) and this is a (*School*) Minute, on W-P-P-B The Pulse.

 (*Read the Stories*)

 That’s your (*School*) Minute for now, I’m (*Name*) reporting for W-P-P-B The Pulse.

**MUSIC: UP AND FADE OUT.**

NOTES:

* ALWAYS MAKE SURE YOU HAVE AT LEAST 45 SECONDS WORTH OF NEWS/SPORTS
* IF YOU HAVE MORE THAN 45 SECONDS, EITHER EDIT DOWN OR DO TWO REPORTS
* THERE IS TO BE AT LEAST ONE REPORT PER SCHOOL TO AIR EACH WEEK