

## CHECKLIST

### PREPRODUCTION

*Approximately 5 hours\**

- Listen to other podcasts to determine what makes them great.
- Determine what equipment you have access to.
- Determine how the podcast will be evaluated.
- Choose the best subject, and begin planning.
- Research your topic. Find support music, sound effects, and audio clips.
- Write a detailed outline.
- Divide jobs among members of your group.

### PRODUCTION

*Approximately 2 hours\**

- Practice lines or review interview questions.
- Reduce background noises.
- Review your audio to make sure you like what your are recording.

### POSTPRODUCTION

*Approximately 2 hours\**

- List all the pieces of audio recorded in an edit log, noting the ones you want to use.
- Consider the pace, continuity, and purpose of the pieces of audio you chose.

### PRESENTATION

*Length of Finished Product*

- Share your podcast and get comments from your audience. Evaluate your video on the basis of how well it achieved its purpose.

## RESOURCES

### PODCASTING BASICS

For more information on creating a podcast, check out the following:

- Podcasting 101 (<http://bit.ly/1nDoGbu>)
- The 10 Podcasting Commandments (<http://abt.cm/TiOvUC>)

### MUSIC FOR PODCASTS

Free music for podcasting is available from a variety of sources. A few of our favorites are:

- FreePlay Music (<http://bit.ly/1mOHY1G>)
- Free Music Archive (<http://bit.ly/1kqig2i>)

*\*Times based on 5 minute podcast.*

## BEGINNING YOUR PODCAST PROJECT

**TYPE OF PODCAST PROJECT:** Identify the type of podcast you will create (news report, interview, discussion, book review, etc.)

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**EQUIPMENT:** Identify the audio equipment you have access to.

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**TOPIC:** Briefly describe the subject of your podcast and a working title.

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**LENGTH:** Approximately how long will your podcast be?

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**AUDIENCE:** Describe your target audience.

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**PURPOSE:** Is the main purpose of your podcast to inform, entertain, or to persuade? Explain.

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**OUTLINE:** Briefly describe each major part of your podcast.

**RESEARCH:** What kinds of information will you need to gather? Where will you get this information?

**SOUND:** What key music or sound effects do you want to include?

**ENGAGEMENT:** How will you grab listeners' interest at the beginning? What will you do to keep your audience engaged? How will you wrap up your podcast? What is the audience take away?

**LOCATION(S):** Where will you record your podcast?

## SCHEDULE

DAY 1:

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DAY 2:

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DAY 3:

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DAY 4:

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DAY 5:

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DAY 6:

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DAY 7:

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DAY 8:

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DAY 9:

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DAY 10:

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