|  |  |  |  |
| --- | --- | --- | --- |
| Plan | Record | Edit | Publish |
| * Who will listen to your podcast and what will they learn? * Where will you post the files? * What do you need to record the audio? (microphone, recorder, or other hardware) * Will there be other audio needed? (sound effect and/or music) | * Record short segments to avoid mistakes * Listen to your recording to make sure the audio is good enough * Find sound effects and/or music | * Transfer your audio file to a computer * Edit the audio to get rid of mistakes and empty spaces * Listen to your audio to make sure it is what you want. If not, record it again. * Add music and/or sound effects | * Put the file on a web page so other people can find it * Test it to make sure it works * Tell people it is there so they can listen to it |

**PODCAST PLANNING:**

1. What is the subject of your podcast?
2. How long will your podcast be?
3. Who is your audience?
4. What are you trying accomplish? What should your audience to do, think, feel, etc.?
5. List the sound effects and music you plan to use. Where will you find these?:

**Plan Your Podcast**

|  |  |  |
| --- | --- | --- |
|  | Type | Sources |
| Sounds |  |  |
| Music |  |  |

List the sections of your podcast, if any. Where will you indicate for the listener that you are starting a new topic?

1)

2)

3)

4)

5)

Once you've completed this sheet, write or type your script. Then time your script your podcast.

|  |  |  |  |
| --- | --- | --- | --- |
| Start/End Time | Speaker/Sound | Source of Sound | Responsible Speaker |
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