Podcast Creation Student Checklists

Produced by the STEM Storytelling through Podcasts Team

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**Pre-Production Checklist - Roundtable Podcast**

| **Student** | **Teacher** | **Task** | **Comments** |
| --- | --- | --- | --- |
|  |  | Brainstorm a topic. |  |
|  |  | Do your research… What's your "why" for the topic(s)? |  |
|  |  | Prepare discussion topics:   * Create outline * Each panelist prepares to discuss each topic * Prepare transitions (moderator) |  |
|  |  | Practice podcast outline w/ transitions |  |
|  |  | Designate roles. |  |
|  |  | Arrange your recording time |  |

*Anne Spitz & Marshall Escamilla*

**Pre-Production Checklist - Interview Podcast**

| **Student** | **Teacher** | **Task** | **Comments** |
| --- | --- | --- | --- |
|  |  | Brainstorm a topic. |  |
|  |  | Do your research… What's your "why" for the topic and the  person? |  |
|  |  | Prepare questions and follow-ups.  Create an outline for the interview. |  |
|  |  | Designate roles |  |
|  |  | Contact potential guest |  |
|  |  | Create an intro script and practice. |  |
|  |  | Complete Intro / Outro Script |  |
|  |  | Arrange your recording times:   * With Guest * Intro / Outro for host |  |

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**Pre-Production Checklist - Narrative Podcast**

| **Student** | **Teacher** | **Task** | **Comments** |
| --- | --- | --- | --- |
|  |  | Brainstorm a topic. |  |
|  |  | Do your research… What's your "why" for the topic? How are you going to tell the story? |  |
|  |  | Write a first draft of the script |  |
|  |  | Edit the script |  |
|  |  | Write final draft of the script |  |
|  |  | Practice reading the script |  |
|  |  | Arrange recording time |  |

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**Production and Post Production Checklist - All formats**

| **Student** | **Teacher** | **Task** | **Comments** |
| --- | --- | --- | --- |
|  |  | Test equipment and check recording:   * Can everyone be heard clearly? * Is the equipment working? * Does the space work? |  |
|  |  | Record:   * Record guest(s) * Record host(s) |  |
|  |  | Download:   * Use “Splice” * Save the file to Downloads folder * Name your file:   + YourName\_Tracking\_Date.mp3 |  |
|  |  | Listen to first recording |  |
|  |  | Re-record & Download (If Necessary) |  |
|  |  | Add music / Sound effects (if desired) |  |
|  |  | Share final work with teacher |  |

*Anne Spitz & Marshall Escamilla*