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*