

Podcast Completion Form - print and file into the appropriate binder

Podcast Episode Name: _____ Date Complete: _____

Producer/Host(s): _____

Freelancer(s): _____

Guests Names/Titles (in order of appearance on show): _____

Other Credits/Staff: _____

Editing Checklist	Post-Production Procedures
<input type="checkbox"/> Audio is CLEAN and LEVELED <input type="checkbox"/> Segment is free from copyright music <input type="checkbox"/> Segment exported for broadcast & saved to appropriate server folder	<input type="checkbox"/> Production Paperwork is in the appropriate binder <input type="checkbox"/> Self-Critique in the Blue Basket <input type="checkbox"/> Segment posted to personal website

Write a social media post promoting your segment that is 50 words or less...