



Podcast Treatment Outline - print and file in the appropriate binder

Podcast Show: *The Stampede* Other: _____

Episode Title: _____ Date: _____

Producer/Host(s): _____

Guest(s): _____

Main Focus/ Theme: _____

Segment 1	
Segment 2	
Segment 3	

Interview Talking Points:

-
-
-

Deadline: _____ Adviser: _____ Approval Date: _____

HOST SCRIPT

Please include an outline or script for any Opening/Closing Remarks, Break Outros, and Guest Introductions. [You may share a Google Doc](#)

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
<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><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...

Podcast Self-Critique - print and turn into the blue basket, one per person

1. Why did you choose to produce this podcast topic?
3. What were the strengths of this podcast production? Give Examples.
4. What parts of your podcast production needed improvement? Explain.
6. What would you do differently if you had to do this podcast production all over again?
7. What did you learn about your podcasting or storytelling skills during this project?

Podcast Project Paperwork - Packet



ALL PODCASTS REQUIRE PAPERWORK

- Treatment Outline
- Script
- Completion Form
- Self Critique

PROJECT PROCEDURES

1. Submit a Treatment Outline
2. Schedule and reserve equipment
3. Plan/Record/Edit
4. Export podcast for broadcast
5. Submit Podcast Production Paperwork
6. Schedule podcast for broadcast
7. Sit down for one-on-one Teacher Critique