

Essential Planning for PC Podcaster

Note: Like any lesson you do, it's all in the planning. If you stick to a regular format, your listeners will come to expect a certain quality and they will learn the pace of your program. Leave them wanting more! Teach this planning process to your students and they will produce quality work.

Podcast Title:	Date:	Length:
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Episode (item) Title:	Producer(s):
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Episode description:

Direction	Segment	Script
Fade up	Musical Bumper-Intro	
Fade out	Show Episode#	
	Who, what	
	When, where	

New clips-section 2 - Body of the episode

Musical Transition in/out	Produced by if different	
	Episode	
	Date	
	Length	
	Topic	
	Summary	

Closing Clips - section 3

Musical Transition	Body/file names	List Clips to be used in order

	<i>Closing comments</i>	
	<i>Credits, music, help</i>	
	<i>Weblinks, resources , itunes</i>	
End Clip - Section 4		
	Thank you to audience and any info on future episodes.	