

Podcasting Kit

Game Plan



Pre-Casting

1. Create the event
 - a. Schedule the time
 - b. Pick the place
 - c. Contact those involved
2. Create the questions
 - a. Prepare narrative responses (questions that ask the interviewee to tell a story of how something happened don't usually require scripting)
 - b. Prepare answers to technical questions (questions that ask the interviewee to explain how something works or how an assignment is constructed may benefit from the interviewee composing a response that clearly and concisely answers the question)
3. Use the restroom!
4. Print questions

Podcasting

1. Locate printed questions/notes
2. Recording equipment
 - a. Open Audacity (or other recording software)
 - b. Select correct microphone
3. Test recording
 - a. Check voice levels
4. Silence electronic devices
 - a. Cell Phone
 - b. Land lines
 - c. Computer sounds (Email/ notifications)
5. Get your favorite beverages for conversation
 - a. Interviewer



- b. Interviewee
6. Take a moment to look around and enjoy the experience

Post-Casting

1. Save project as "Master"
2. Create a "Copy" of the project
3. Edit first draft
 - a. Clip boundaries
 - b. Decide where to insert breaks
 - c. Select / Import Music
 - d. Send to interviewee for suggestions
4. Publish
5. Clean up computer files

Podcasting Kit

Sample Exercise

Recording the Podcast

1. Download and install [Audacity for Windows, Mac, or GNU/Linux](#).
2. Request the use of a Blue mic from [IT Help Desk](#).
 - a. Select “Create a Ticket”
 - b. Select “Loaner Equipment Request”
 - c. Request a “Blue mic” (In the case that the help desk does not have one, you may schedule a recording session with the [LIVE Studio in TLT](#), where quality equipment is available for use in room 323. Simply click on the link above and then find the link “Book appointments with this form.” You will be able to record the podcast in this space.)
3. Save the mp3 file on the hard drive of your computer.

Ambassador’s Corner

We advise the following:

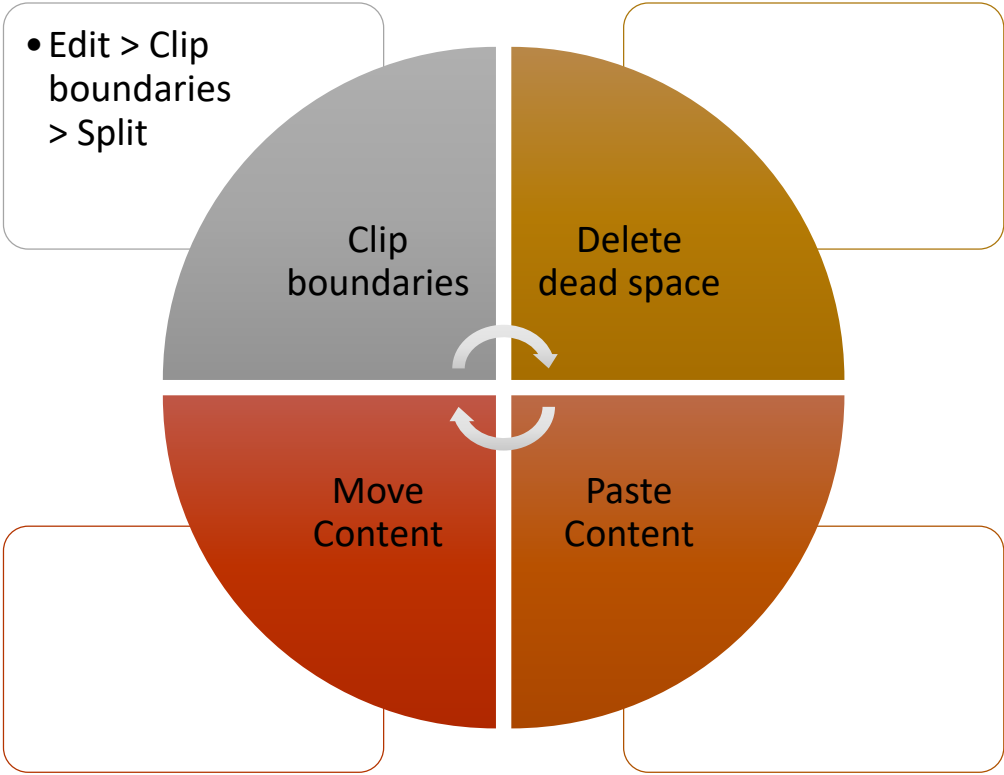
1. Embed the mp3 file on the [LCWA Blog](#) on the tab called “Ambassador’s Corner.”
2. Add a “link to media file” option so that your audience can download the podcast to their smart devices for remote access.

Advertising the Podcast

There are several avenues by which the podcast can be promoted:

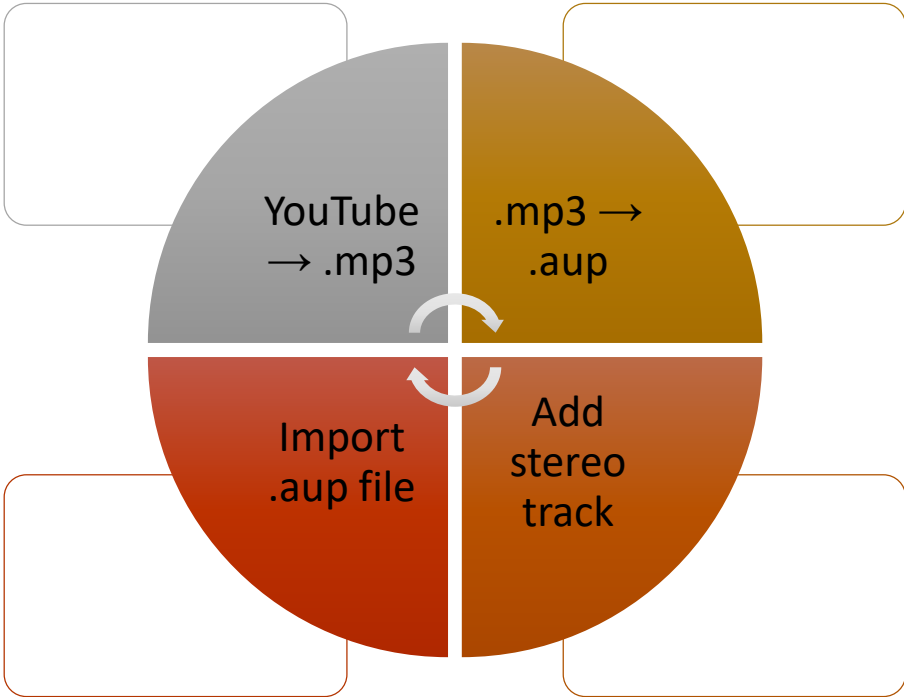
1. LCWA Twitter feed
2. LCWA Facebook page
3. Yammer

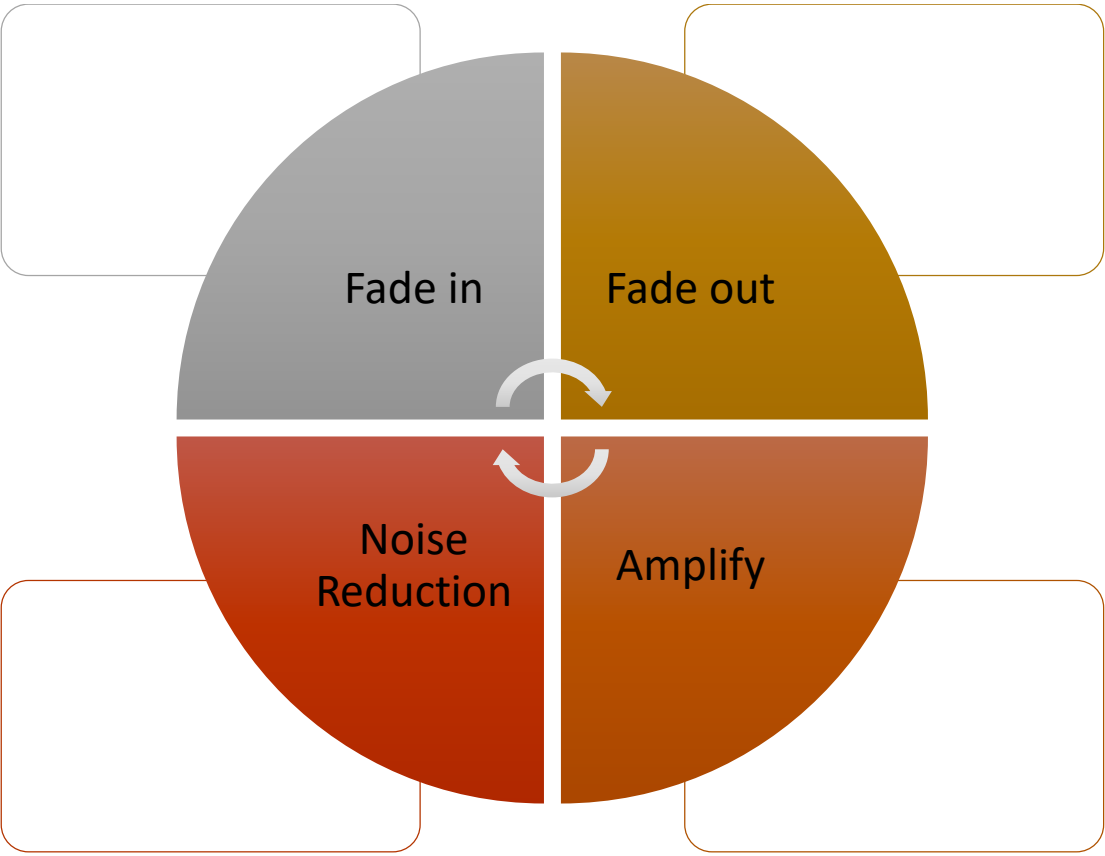
Basic Skills Note Sheet



Editing the
recording

Importing
audio files





Editing the audio files