

## Planning your first podcasts

Series title:

Episode topic:

Concept:

*(internal note detailing what do you want to do)*

Description – series & episode:

*(the short public text that will accompany the podcast online)*

Audience:

*(who will listen - academics, the public, a specialized community, students etc.)*

Episode Structure: Please fill in the 'Single Podcast Episode Sheet'. Whilst you will probably not plan every podcast in such detail, it is an extremely useful exercise when thinking through your first shows.

Episode-series relationship:

*(do all episodes need to be listened to in order? are they stand alone? are there mini-series within the overall series?)*

Not all podcasts are part of a series, but most are to some degree. If you are making a 'serial' (when one story/idea/argument is told over many episodes), thinking carefully about the relationship is especially important. However, even if you are making a series linked together by a common 'thematic' thread, thinking ahead can help a lot. Whether choosing a serial or thematic approach to podcasting, you will probably want to employ a number of elements and devices that provide a linking scaffolding. These can be more or less explicit. Please fill in the 'podcasting across episodes' sheet.



Podcasting across episodes

Episode Number	Contained 'story' What is the actual episode about? This is usually what will take up most of the podcast's content	Series development usually either a serial or a thematically linked series		Scaffolding content elements or devices that can be used to link the episodes together			
		<b>Serial structure narrative</b> What comes when (and why) as you work through the bigger picture	<b>Thematic structure link to the overall theme</b> What links this episode to the theme? The link might be the content, but also the form (e.g. interviews with X)	<b>Recurring elements</b> jingle at the start/end, 'traditional' question, piece of sound, 'x of the week', etc.	<b>Recaps</b> whole segments dedicated to an overview, listeners' letters about the last episode	<b>"Previously on..."</b> usually only for serials, appears towards the beginning of the episode	<b>"Next time on..."</b> usually only for serials, appears at the end of the episode
1							
2							
3							
4							
5							
6							