# **Planning your first podcasts**

<u>series title.</u>
Episode topic:
Concept: (internal note detailing what do you want to do)
<u>Description – series &amp; episode:</u> (the short public text that will accompany the podcast online)

#### Audience:

Sprips title.

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

<u>Episode Structure:</u> 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.

### **Single Podcast Episode Structure**

Time Segments Content Element Transition Background										
Time Segments Content Element  start from 0 the broad structure of this will depend on the format of your podcast and the type of material you are able to collect. Some podcasts have a format									Background	
start from 0 and count the minutes to give you an idea of how long your podcast will be e.g. 0-4 (4), 5- 7 (2), 8-14 (6). Podcasts can be any length	the broad structure of your episode e.g. intro, topic 1, news, listeners' correspondence, outro – or context, analysis, reflection. Note: one segment may contain multiple types of 'content elements'	casts have a format cussion on a certain	element e.g. jingle, sound, music. Note: not all podcasts use transitions, especially those framed by more scholarly concerns	sound / music / silence note: your choices matter a lot in terms of tone and pace – i.e. the feeling it helps create						
		Narration Scripted or freestyle talking by the host(s). Often used to give context & analysis, to guide the listener, or to link various segments	Interview With guest or guests either in the studio, via a VOIP or in the field. Audio/radio documentaries will often move between field 'cuts' and the a hosts' narration	Group Discussion A different dynamic than interviews, though still usually led by the host(s)	Readings Actors or the host reading materials such as books, letters, diaries	Sounds Recordings of sonic phenomena, soundscapes, or archival materials etc.	Music Songs or instrumental pieces that either directly relate or pass comment upon the topic			
0 -		together with narrative flow.	nosts narration							
0-										
	_									

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