



Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Podcasting Planning Sheet

**Directions:** Complete the planning sheet and have it approved by your teacher BEFORE you begin creating your podcast.

#### Podcast Guidelines:

- All podcast content must be SCHOOL APPROPRIATE and APPROVED by the teacher before production
- Podcasts should be 3-5 minutes in length
- All group members must have an active role in the production of the podcast
- All steps for creating a podcast must be followed in order to create the podcast successfully

1. Write a short description about the content of your podcast.

2. Show your idea to the teacher for approval. \_\_\_\_\_  
(teacher signature = topic approved)

3. Write a short script or series of interview questions that will be needed to produce your podcast. Use an additional piece of paper for this activity. Get your teacher's signature to show your script has been approved. \_\_\_\_\_  
(teacher signature)

4. In the space below, write the name of each group member and what his/her responsibilities will be for completing the podcast project.

5. Below are the steps necessary for completing a podcast successfully. Place a checkmark in the box after completing each step.

- Create the audio content for the podcast
- Play the audio content for the podcast for your teacher to approve quality and content. Get a teacher signature to indicate your podcast has been approved. \_\_\_\_\_  
(teacher signature)
- Convert the audio content file to an MP3 format
- Publish your MP3 file and test it using any MP3 player
- Create your podcast news feed using an RSS file
- Publish your podcast news feed