Podcast Creation and Recording Checklist
Course Name:
Student Name(s):
Podcast Title:

1. Journalistic News Gathering: Topic Identification and Research

- [ ] Identified a specific, newsworthy story or event
  (Clearly define the topic of the podcast. Ensure it's timely, relevant, and newsworthy.)

- [ ] Researched the story thoroughly using credible sources
  (Gather information from multiple perspectives, using reliable sources such as primary interviews, news articles, or reports.)

- [ ] Verified all facts through a cross-checking process
  (Double-check every fact by consulting multiple sources to avoid errors. Include steps like reviewing official records or consulting experts.)

- [ ] Listed and cited all primary and secondary sources
  (Maintain a list of sources used for research. Primary sources include interviews or direct observations, while secondary sources are articles, reports, etc.)
  - Primary Sources:
  - Secondary Sources:

- [ ] Considered potential biases of sources and ensured objectivity
  (Assess whether the sources have biases. Strive for a balanced, impartial approach in the reporting.)

2. Journalistic News Gathering: Audience, Relevance, and Context

- [ ] Identified the target audience for the podcast
  (Clearly define who the podcast is aimed at. Consider demographics, interests, or specific groups.)

- [ ] Determined why the story is relevant to the target audience
  (Explain how the topic connects to the audience's concerns or interests. Why should they care about this story?)

- [ ] Provided proper context and background for the story
  (Offer necessary background information to give the audience a comprehensive understanding of the story. Include any historical, social, or political details.)

- [ ] Ensured objectivity and addressed potential biases
  (Consider the perspective being presented and work toward maintaining neutrality, avoiding biases from sources or personal viewpoints.)

3. Podcast Outline

- [ ] Written an engaging introduction for the episode
  (Introduce the topic, title, and what the audience will gain from listening.)

- [ ] Organized main discussion points
  (List the key points or segments of the episode to guide the conversation.)
  - Main Point 1:
  - Main Point 2:
  - Main Point 3:

- [ ] Planned transitions between main points
  (Think of smooth ways to transition between each section of the discussion, whether through questions or short summaries.)

- [ ] Written a conclusion that summarizes the episode
  (Wrap up the episode by reviewing key takeaways, and include a final thought or call to action for the audience.)

4. Interview Segment (if applicable)

- [ ] Scheduled and confirmed interview guest(s)
  (List the names and titles of guests who will be interviewed during the episode.)

- [ ] Prepared open-ended questions for the interview
  (Draft thoughtful questions that will elicit detailed responses and insights related to the podcast topic.)
  - Question 1:
  - Question 2:
  - Question 3:

5. Technical Setup

- [ ] Selected a quiet, suitable location for recording
  (Choose a location that is free from noise and distractions to ensure clear audio quality.)

- [ ] Prepared recording equipment
  (List the equipment you will use, such as microphones, recording software, etc.)

- [ ] Chosen editing software
  (Decide which software will be used for post-production editing.)

- [ ] Selected sound effects or music (if applicable)
  (If the podcast includes sound effects or background music, make sure the sources are legal and appropriate for the episode.)

6. Practice Run

- [ ] Completed a script rehearsal
  (Practice running through the script or outline to ensure everything flows smoothly and there are no timing issues.)

- [ ] Adjusted any unclear or awkward parts after rehearsal
  (Make any necessary edits to improve clarity or pacing based on the practice run.)

7. Recording Day

- [ ] Recorded the podcast on the scheduled day
  (Make sure the equipment was set up properly and there were no significant technical issues.)

- [ ] Addressed any unexpected challenges during recording
  (Note any problems that arose and how they were resolved.)

8. Post-Production

- [ ] Edited the podcast for clarity, sound quality, and flow
  (Remove mistakes, add transitions, and ensure a professional sound throughout.)

- [ ] Finalized the length of the episode
  (Confirm the episode is within the planned length and trimmed of unnecessary content.)

- [ ] Written an episode description
  (Create a short description of the episode for listeners, summarizing the topic and highlights.)

9. Podcast Submission

- [ ] Submitted the podcast by the due date
  (Confirm the submission date and method of delivery.)

- [ ] Provided a link to the podcast episode
  (Insert the URL or platform link for the completed podcast.)

- [ ] Completed a self-evaluation of the process