Podcast Production Plan Worksheet – Audio Focus

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Podcast Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Episode Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Audio Concept & Purpose**

What mood or tone do you want your audio to convey?

What role will sound play in your storytelling?

**2. Audio Quality Goals**

Noise Reduction Plan: (e.g., quiet room, pop filter, noise gate)

**3. Recording Setup**

Microphone Type & Placement:

Recording Environment: (e.g., studio, classroom, remote)

Backup Recording Plan:

**4. Voice & Delivery**

Who will speak and in what style? (Conversational, formal, energetic)

Practice Notes:

**5. Sound Design**

Intro/Outro Music:

Sound Effects:

Background Ambience:

**6. Editing & Post-Production**

Software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Edits: (e.g., remove filler words, normalize audio, EQ)

**7. Audio Timeline**

|  |  |  |
| --- | --- | --- |
| Task | Deadline | Completed |
| Record Raw Audio | \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Clean & Normalize Audio | \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Add Music & Effects | \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Final Mix & Export | \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |

**8. File Management**

File Naming Convention:

Export Format: (e.g., MP3 128kbps, WAV 44.1kHz)