Podcast Planning Document

Podcast name:
Description or tagline:

What is your goal or intent with your show? Just for fun? To make money?

How long will each episode be?
How many hosts?
How frequently will you release episodes?
How many segments? What will they be?
Will you have guests? In person or via phone/Skype?

What's your budget?
Do you have a computer?
What software will you use?
What other equipment will you need? Microphone(s)? Microphone stands? Pop filters?
Where will you record?

For each episode

Write out a general outline of the show.
Script out some parts, if possible (intros, outros, promos).
Test your equipment before recording. If anything needs batteries, be sure they have enough power.
Record freely - you can always edit out mistakes later.

Post Production

Edit out dead air, mistakes, pauses, "ummm…", etc.
Use equalization to filter out very low frequencies (below 100 Hz).
Use compression to even out the volume of the show.
Edit in any music, sound effects, etc you need for your show.
Your final file should be an mp3.

More resources: **https://wplideamill.github.io/make-your-own-podcast/**