

## Podcast Planning Sheet

Subject Area	Podcast Title		
Class	Teacher		Date
Timetable	Rehearsal Schedule	Completion Deadline	Proposed Online Date
Target Audience	Target Age Group		Length (minutes : seconds)

### Production Equipment

Description	Location
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### Podcast Team

Script Writers	Class	Special Effects	Class
Producer		Cast (radio play, musicians, audio book, etc)	
Engineer			
Continuity			
Interviewer			

### Post-production Equipment

Description	Location
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1. Please return all audio controls to the zero position prior to turning the equipment on or off.
2. **Incorrect headphone levels can cause hearing damage.** Always adjust from the zero position until comfortable.
3. Do not touch the microphones or adjust levels without permission.
4. No food or drink is permitted near the equipment.
5. Return equipment to relevant departments when the recording has completed.