PAVILION
DINFOS ONLINE LEARNING

GUIDE TO PODCAST PRE-PRODUCTION

Use this checklist to research, plan and prepare for recording a podcast.

Once you've used the podcast episode planner template to determine the podcast's format, purpose and objectives, follow this checklist to prepare for recording.

Note: Any software that is used must be approved by Defense Media Activity.

Research and plan the podcast:

Gather articles, reports, bios and media on the subject/topic.

Prepare interview questions or determine the conversation flow.

Write a script/outline if multiple sources will be used.

Identify the recording location:

Choose an interview location that allows the most control over the environment (studio is best).

Conduct an on-location scouting/site survey (if necessary).

Schedule the date, time and location of the recording:

Build a crew based on requirements.

Send calendar invitations to principals, crew and advisors.

Acquire equipment:

Determine the best gear and equipment to use; include microphones, audio recorders, cameras, tripods, lighting (if necessary) and software/cloud services (live streaming studios like StreamYard).

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