



Podcast Planner



Why a Podcast?

A Podcast is a great way to communicate information about your project to a wide audience: students, teachers, community members and particularly parents! An added benefit is that your audience can listen in while doing another task, like doing the housework or travelling, so it's a good way to grab people's attention!

There are different formats for creating a podcast. We recommend an educational, magazine style show with discussions and interviews. Check out 'The Climate Question', 'People Fixing The World' or 'Just One Thing' on BBC Sounds for some inspiration!

Decide the following before you start:

Purpose

What action do you want people to take after listening to your podcast?

Reconsider their travel habits, reduce their carbon emissions, spread the word about climate action...?

.....

Target Audience

Who do you want to influence/educate?

Students, parents, local government...?

.....

Key topics:	Tick what you will cover
Travel options for school and leisure	
Health and fitness benefits of walking and cycling	
Mental health benefits	
Environmental benefits	
Reducing carbon emissions	
Climate change	
Other:	



Podcast Planner



Teacher name	Interview subject

Teacher Interview Questions:

.....

.....

.....

.....

.....

.....

.....

.....

Student Interview Questions: Which Year group(s)?	Question themes: travel to school, climate action, health and fitness.
--	--

.....

.....

.....





.....

.....

Other Guests? Parents, Local Councillor, MP...	Questions
---	-----------



Podcast Structure

SECTION	CONTENT	SCRIPT SUGGESTIONS	YOUR TASKS
Introduction 	Background to your topic: <ul style="list-style-type: none"> 'Did you know?' Key facts and quotes from students, teachers, parents, scientists, politicians, celebrities, etc. How and why is this subject is relevant to your listeners? Topics you will cover in the episode(s) 	<p>Hello and welcome to our podcast about travel for school and leisure. I'm (host name) and in this episode you'll be hearing from...</p> <p>In today's show, we will be talking about (topics) and what we can all do to make a difference...</p> <p>This is <u>really important</u> to our community because...</p>	<ol style="list-style-type: none"> Collect information from your project portfolio, TfL sessions, geography or science lessons, newspapers, the internet or other sources! When all content and features are finalised, write a script for your introduction covering the points in the content column.
Main Body 	Interviews <ul style="list-style-type: none"> Interviews with your guests about the topics. These can be recorded separately and then edited together. 	<p>Now I'd like to bring in our first guest. Science teacher, Mr Green. How exactly does exercise boost our immune systems?</p> <p>We also decided to interview some of our new Year 7 students about this topic. Here's what they told us...</p>	<ol style="list-style-type: none"> Agree a list of potential guests to interview and ask their permission to be recorded. Make a list of interesting questions you will ask them. Record responses and save securely (ask your music/media technician for assistance).
Conclusion 	Summary and 'call to action': <ul style="list-style-type: none"> Main presenter(s) to summarise the key points from the episode Give your listeners a 'call to action' – this could be a question to think about, responding to a survey, making a pledge or a challenge to travel differently. 	<p>So, what are you taking away from the interview with Mr Green? (Question for presenters to discuss)</p> <p>Thank you to all our special guests and interviewees – this certainly gives us some food for thought!</p> <p>So, as you heard, our top 3 recommendations are...</p> <p>Why not make a pledge of your actions for Earth Day / World Environment Day?</p>	<ol style="list-style-type: none"> When you have recorded the earlier sections above, listen back to the recording and add a short summary statement to your script. Add in the 'call to action' and make sure you end on a positive message! 



Podcast Planner



Rehearsal

- Think of your podcast as a performance. Like any other performance, you need to practice!
- Because podcasts are audio based, it is essential that you are enthusiastic and inject your voice with energy and enthusiasm to keep your audience engaged! Add delivery notes to your script and highlight where you want to laugh, sigh or add other dramatic effects! These elements breathe life into your podcast so it sounds natural and more interesting to listen to!

Recording and editing

- A Podcast can be edited together from voice notes recorded on a Smartphone but find out what other options might be available to you. Talk to your Music, Media Studies or Languages departments about using audio equipment such as microphones and headphones.
- A laptop, tablet or PC is ideal to edit your podcast and software such as Audacity, Podcastle or Garage Band are free to use.
- Ensure you have a recording space that is quiet and free from distractions.
- Editing is about bringing the different sections of your podcast together: amending the order, removing any mistakes and maybe even adding in music or sound effects. It's a fun and creative part of the process!

Promotion

How will you let the school community know about your podcast? Where will they access the recording? Spotify? YouTube? The school website could be an ideal location!

Podcast Team roles

	Presenters / Script writers	Researchers / Script writers	Sound engineers / Producers
Task:	Present podcast and interview guests	Support presenters with research and script ideas	Source equipment, record and edit the podcast
Student names:			