

Episode Production Checklist

Participant name: _____

Episode working title: _____

My episode will be:

- ☐ My own story
- ☐ An interview with someone else

Our goal: One completed, edited podcast episode of approximately 10–15 minutes.

You don't have to complete everything at once. Use this checklist as you work through the project.

STEP 1: FIND & PLAN YOUR STORY

- ☐ I have explored some possible story ideas.
- ☐ I have chosen one interesting thread or experience to focus on.
- ☐ I have considered where my story begins, what happens along the way, and where it ends.
- ☐ I have thought about specific moments or details that might bring my story to life.

If I'm interviewing someone:

- ☐ I have chosen someone I'd like to interview.
- ☐ I have contacted them and discussed the project.
- ☐ I have prepared some open-ended questions.
- ☐ I have thought about possible follow-up questions.

STEP 2: PREPARE TO RECORD

- ☐ I have borrowed a WBPL Podcasting Kit.
- ☐ I have reviewed the equipment instructions and resources.
- ☐ I have chosen a suitable location for recording.
- ☐ I have checked that the equipment is working.
- ☐ I have completed a short test recording and listened back to it.

Permissions:

- ☐ Anyone appearing in my recording understands that it is intended for a publicly shared podcast.
- ☐ The required WBPL release forms have been completed.
- ☐ I have checked with WBPL before using outside recordings, music or copyrighted material.

STEP 3: RECORD YOUR STORY

- ☐ I have recorded my story or interview.
- ☐ I have listened carefully and followed interesting moments during the conversation.
- ☐ I have recorded additional sounds, if appropriate.
- ☐ I have checked that my audio files were saved successfully.
- ☐ I have followed the Library's instructions for transferring or submitting my recordings.
- ☐ I have returned the Podcasting Kit with all its components.

Remember: Your original recording can be longer than your finished episode. You'll shape it during editing.

STEP 4: EDIT YOUR EPISODE

- ☐ I have attended an editing workshop or arranged additional support.
- ☐ I have reviewed my recordings and identified the strongest material.
- ☐ I have chosen the story thread I want my finished episode to follow.
- ☐ I have removed unnecessary sections and long pauses where appropriate.
- ☐ I have arranged my material into a clear beginning, journey and ending.
- ☐ I have written and recorded my short episode introduction.
- ☐ I have included the standard Our Town opening and closing audio provided by WBPL.
- ☐ I have added approved music or additional sounds, if appropriate.
- ☐ My completed episode is approximately 10–15 minutes long.

STEP 5: REVIEW & SHARE

- ☐ I have listened to my finished episode from beginning to end.
- ☐ I have checked that the voices are clear and easy to hear.
- ☐ I have checked the spelling and pronunciation of names.
- ☐ I have confirmed that all required permissions are in place.
- ☐ I have saved my finished episode according to WBPL's instructions.

☐ I have submitted my episode for inclusion in Our Town.

Episode title:

Date submitted:

NEED HELP?

WBPL will provide:

- Portable Podcasting Kits.
- Equipment tutorials and online resources.
- Editing workshops beginning in November.
- Open Studio support.
- Standard Our Town opening and closing audio.
- Music for your episode.
- Staff assistance throughout the project.

Online resources:

Wasagabeachpubliclibrary.ca/our-town-resources

Questions? We're Here to Help!

General Inquiries & Storytelling Support - Tracey Strnad Email:

Tracey.Strnad@wasagabeach.com

Audio Recording & Technical Support - Drazen (Vic) Vicic Email:

Drazen.Vicic@wasagabeach.com



**Our Town: Stories from
Wasaga Beach**



Scan to visit Our Town resources web page