

42FIFTY

PODCAST creation & EDITING GUIDE

Step 1: Prepare a Topic for Cycle Pitch Meeting

- Select a topic that you are passionate about or have expertise in.
- Ensure your topic is engaging and appeals to your target audience.
- Pitch that idea in the Cycle Pitch Meeting for approval. *Begin only once the concept is approved.*

Step 2: Plan Your Content

- Outline your podcast episodes with clear titles and main ideas. Use the [Article Prep Sheet](#) to guide your ideas for sources, interviews, and to facilitate research.
- Prepare an engaging script or bullet points for each episode. Use the [Spotify for Podcasters guidance](#) for script development:
 - Plan introduction
 - Plan segue/transition
 - Plan main ideas, key areas ****this is an area for researched sources, interviews, etc.*
 - Plan recap of main ideas
 - Plan outro (outgoing message, like a conclusion)
 - Plan call to action (asking for reviewing, rating, subscribing, etc.)
- Consider the length of your episodes; most 42Fifty podcasts are between 3-8 minutes.

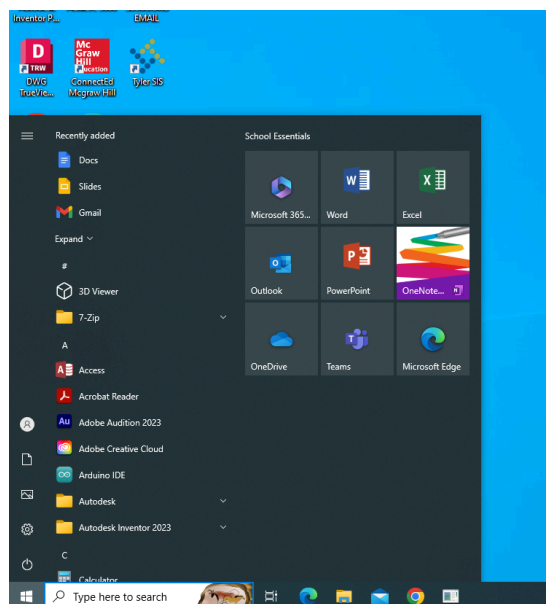


Step 3: Gather Equipment

- Use headphones to monitor audio quality while recording.
- You'll need recording and editing software; Audition is a great free option that is loaded to the 238 journalism lab computers.

Step 4: Record Your Episode

- Reserve the 42Fifty Podcast Lab (high-tech) or Editor's Office (lower-tech) for a recording day. The sign-up sheet is on the tech closet outside the podcast lab.
- Speak clearly and confidently into the microphone.
- Don't talk slow to get make your podcast longer
- Record one take an if it sounds bad after taking it redo it till it sounds well enough for your audience to fully understand
- Log into the laptop using SD308 Google logins and passwords.
- Open Search on the taskbar and type in AUDITION.
- Click OPEN or the icon.



- Click on the MULTI TRACK button.
- Click EDIT then PREFERENCES.
- Hit AUDIO hardware and make device class asio.
- Click DEVICE ROADCASTER then hit OK.

Step 5: Saving your podcast

- Press file
- Go to the save as button
- Name your file, name is accordingly to the topic(NAME IT THE SAME TITLE THAT IS IN THE PUBLICATION SPREADSHEET, the publication folder and the title in the spreadsheet should be the same as the slug in the Prep sheet) and add “POD” at the end EX: Orange Crew Themes review - POD
- Then “Save as” and upload your podcast into the Team Google Drive Publication folder.

Step 6: Edit Your Podcast

- Use the Audition recording software to edit out mistakes, add music, and adjust volume.
- Pay attention to pacing and transitions between segments. Work to edit out “dead air” spaces between transitions if needed.
- Add intro and outro music to give your podcast a professional touch.

To combine tracks:

- File- Open Append, then press to current
- The files should combine into one

Step 7: Publish and Share

- Use the [42Fifty Spotify for Podcasters](#) account to upload your episodes. 42Fifty has specific recurring podcast channels with multiple seasons and episodes. Make sure you are uploading your podcast to the CORRECT channel (see list):
- Create eye-catching podcast art (or use what we have for the specific podcast channels) and write a compelling podcast description. That compelling podcast description is the same as what will go into the WordPress post draft as the post’s LQTQ introduction to the podcast.
- Headlines all start with Podcast: (See example in box below.)
- Create the WordPress draft in WP (using the [WordPress Publishing Guide](#)); Podcast headlines begin with the word “Podcast:” and then a description of the 42Fifty podcast channel and topic. (See image below of example post in WordPress.)

Show Title	
	42Fifty BookTok: Book Reviews
	42Fifty Entertainment Podcast
	42Fifty Entertainment Podcast: This or That
	42Fifty Entertainment Podcast: Worst Christmas Songs
	42Fifty Gaming Area Podcasts
	42Fifty Music Reviews
	42Fifty News Podcasts
	42Fifty Opinion Podcasts
	42Fifty Sports Podcasts
	42Fifty Varsity Sports Talk

- Ask 42Fifty Socials Editor to share your podcast on 42Fifty social media platforms once posted to 42Fifty’s website.

Podcast: Our Take on Orange Crew themes

42Fifty podcast hosts Memphis Huguley and Ethan Monahan review the first two Orange Crew football game spirit themes and those yet to come. In the first Our Take Opinion podcast, hosts discuss annual favorites, like Pink Out, and new themes for OH Panthers to show their spirit.

What will be the most popular theme of the season? Take our poll at the end to let us know what *your* take is!



42Fifty's Our
Take: Orange
Crew Football
Themes



<https://podcasters.spotify.com/pod/show/42fifty6>