

WeVideo.com (Record, edit, insert sounds/music, turn it into a vlog, etc.)

Spotify for Podcasters Anchor (Anchor will own your podcast "listening" after it is recorded).

Garageband (Apple devices: Record, edit, insert sounds/music, etc.)

**Audacity** (Free download to record audio)

## **Recommended Podcast Production Roles:**

- Producer/Director Oversees the production and is responsible for organizing/scheduling recording dates and working with the team to problem solve (This is not a dictatorship.)
- On Air talent (Host, panelists, guest speakers, etc.)
- **Podcast engineer/technician** (works the equipment, edits segments/shows, etc.)
- Publicity (PR) Promotions and advertising through multiple forms of media
- Transcriber (creates a Google Doc. transcript of the podcast)

Segment Increments	Topics/Questions/Script	Director/Host Notes (Pre-production):	Show Notes: Resources, cite sources, reminders
00:20	Opening(Intro): Welcome to (Name of podcast)/Today we've got (guest/co-hosts/panelists) joining us to	Anything that you may need for the episode	
00:00	Segment 1:		
00:00	Segment 2:		
00:00	Segment 3:		
00:00	Outro:		