**Podcast Production Schedule**

**Production Title: *Everything Goes***

**Producer: *Sophie Blount***

**Dates of Production: *29th November -13th December 2021***

**Name of person completing this document: *Sophie Blount***

***KEY: Recording******Post-Production******Review***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Time  | Description of Action/Event | Crew Required | Talent/Guests Required | Kit Required | Location Details | Notes |
| 29th November 2021 |  9am – 9:30am  | **Record intro to podcast**  |  **Sophie Blount – Producer & host**  | **N/A**  |  **H4 Zoom recorder, headphones**  | **Soundproofed room - C305**  |  |
| 29th November 2021 | 9:30am  | Record outro to podcast  | **Sophie Blount – Producer & host**  | N/A  | **H4 Zoom recorder, headphones**  | **Soundproofed room - C305**  |  |
| 8th December 2021 | 12pm – 12:10pm  | Record segment 1 of podcast  | **Sophie Blount – Producer & host**  | **N/A**  | **H4 Zoom recorder, headphones**  | **Soundproofed room - C305** |  |
| 8th December 2021 | 12:10pm – 12:30pm  | Record segment 2 of podcast – discussion  | **Sophie Blount – Producer & host**  | Aidrian  | **H4 Zoom recorder x 2, headphones x 2**  | **Soundproofed room - C305** |  |
| 8th December 2021 | 12:30pm-12:45pm  | Record segment 3 of podcast | **Sophie Blount – Producer & host**  | N/A  | **H4 Zoom recorder, headphones**  | **Soundproofed room - C305** |  |
| 9th December 2021  | 9am – 9:30am  | Review intro & outro recordings & gather music & SFX | **Sophie Blount – Producer & Editor**  | N/A | Mac & Adobe Audition  | C309  |  |
| 9th December 2021 | 9:30am – 11am  | Edit intro and outro  | **Sophie Blount – Producer & Editor** | N/A  | Mac & Adobe Audition | C309  |  |
| 10th December 2021  | 9am-9:30am  | Share edited intro & outro with target audience to obtain constructive feedback  | **Sophie Blount – Producer & Editor** | Access to target audience  | Mac & Adobe Audition | C309  |  |
| 10th December 2021 | 9:30am-10am  | Tweak edits of intro & outro following audience feedback  | **Sophie Blount – Producer & Editor** | N/A | Mac & Adobe Audition | C309  |  |