**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 |  |