

EHS TIGER TALK

Mission Statement: EHS Tiger Talk is a podcasting club creating a variety of podcasts to better understand ourselves and the world by examining the human stories that evolve from and impact our Tiger community.

Meetings: After school every Tuesday in A218

Weekly Meeting Agenda:

- Club updates & news
- Review of ongoing projects
- Review new podcast proposals

Roles for a Podcast Recording:

Lead Podcaster(s): Pitches idea to the club, drafts script & potential questions for interviews, recruits podcaster(s) and interviewees for a designated recording time in the Banter Box.

Podcasting Technician (1): Must be present during a podcasting recording to monitor and control audio input through Audacity.

Audio Editors (2): Review the podcasting recording to cut/adjust/edit the audio recording. The editors will also add sound effects to create a finished product.

Podcasting Transcriber (1): Will review the finished podcast and provide a transcription for the episode. This should be completed in a Word document using the sample document provided from the shared H drive for Tiger Talk titled "Transcription Outline".

Member Expectations: Members should attend 80% of club meetings. Each member will be responsible for attending the mandatory educational workshops for the following areas: *Podcasting Technician, Audio Editing, and Podcasting Transcription.*

Additionally, active members must contribute to the podcasting creation by serving as:

Podcasting Technician – 3x per semester

Audio Editor – 6x per semester

Podcasting Transcriber – 3x per semester

NEW PODCAST PROPOSAL SUBMISSION

Title of Podcast Episode: _____

Lead Podcaster(s): _____

Podcaster(s)/Guest Interview(s): _____

Additional notes: _____

Feedback from club: _____

Once a podcast is approved, the following timeline will be implemented:

Week One:

- ☐ Assign Podcasting Technician, Audio Editor(s), and Podcasting Transcriber
- ☐ Draft script, along with interview questions
- ☐ Schedule podcast production date & time

Week Two:

- ☐ Record podcast (with assistance from Podcasting Technician)
- ☐ Meet with the Podcasting Editors to review project

Week Three:

- ☐ Podcasting Transcriber will complete the podcast episode transcription in a Word doc and submit to Lead Podcaster

Upon completion of podcast

The Lead Podcaster will create a folder with Podcast Episode Title in the Podcasting Club shared folder on the H Drive and upload the following materials:

- ☐ Completed podcast audio (MP3 file)
- ☐ 1-3 sentence blurb with episode summary for the release
- ☐ Transcription of podcast episode (Word doc)
- ☐ Contact Mrs. Mudge & Mrs. Pontious to confirm completion of podcast for release

