

# Podcast Planning Guide

## Stages for Podcast Creation

1. Design and plan a podcast before starting to record



2. Consider focus, content, and format of audio material



3. Identify and acquire the sources of audio material to include within a podcast



4. Prepare scripts and plan recording



5. Record the podcast



6. Edit the podcast



7. Publish the podcast



8. Inform others about your published podcast



## Podcast Glossary

[http://www.podcastfm.co.uk/podcasting\\_glossary.php](http://www.podcastfm.co.uk/podcasting_glossary.php)

<http://wwwtest.utexas.edu/academic/diia/podcast/glossary.php>