

Podcast Masterclass Overview

This is a demo-based workshop with some hands-on activities, encouraging the use of recording equipment and microphones to help create the components of a podcast.

It's suitable for beginners and curious creatives who require the practical skills and knowledge to create a single episode podcast.

We'll kick off by outlining what you'll gain from this class followed by an introductory activity where you'll record a brief segment about each other and review the playback.

Show Planning & Preparation

- Learn the time and effort required to produce a single episode Podcast.
- We'll explore different formats and help you establish a clear direction for your content.
- Planning & Workflow Templates provided.

Recording & Microphone Techniques

- Familiarise yourself with the equipment needed for quality recordings.
- From USB and handheld mics to the Rodecaster Pro, learn how to conduct interviews effectively and balance audio levels for clear, professional sound.

Scripting & Recording

- Discover how top show hosts maintain their relaxed, confident flow.
- We'll cover scripting techniques—whether it's a full script or bullet points—and discuss how scripting is essential to keeping your audience engaged from the first few seconds.
- **Activity:** Record your own script on one of many audio devices available to you in class.

Interviewing, Vox Pops & Media Law

- Explore the art of interviewing by understanding the difference between open and closed questions.
- You'll learn how to elicit detailed responses and create compelling stories.
- We'll cover the basics of media law to ensure your podcast complies with legal standards and avoids defamation risks.

Basic Editing in Audacity

- Get hands-on with Audacity, a user-friendly, free editing tool.
- You'll be guided through trimming, fading, and seamlessly editing your content.

Audio Distribution:

Congratulations! Once you've completed your Masterpiece you'll need to get it out into the world! But how?

The two most important factors in audio distribution are:

- RSS Feed
- Podcast Directories

We'll discuss Outsourcing vs DIY distribution.

All participants will be required to sign a release form if in agreement to content being broadcast on BayFM or for promotional purposes.