

Podcasting, Opening  
Doors, Sharing Our  
Locality Project  
(PODSOL)

### **Some important items to be decided:**

- Name of show/podcast. Not sure if you had decided to use PODSOL.
- Length of show/podcast (this can be decided as we go in order for schools to become more familiar with the process. However, I would suggest that each school begins with 10 mins each. Time moves very quickly when making podcasts.
- Intro/ Outro Music (about 15 seconds) These can be found on royalty free music archives. I suggest searching for free music, there are lots of sites on google. For example, the first 24 seconds of this is good <https://www.silvermansound.com/free-music/verao> but please have this chosen so I can have it ready for our first recording.
- Jingles between school sections (about 4-6 seconds max) these can be edited from intro. Or the four schools can send me recordings of students saying 'you are listening to (name of podcast)' and I can edit to suit.
- Logo (I understand this is already underway)
- Order in which schools will appear in podcast. This can change for each podcast but some introductory, body, conclusion pieces will have to be included in each podcast. Such as 'we begin this podcast in Milan', 'now we hand you over to our sister school in Madrid', 'and for the final part of this podcast we hand you back to our Irish studio', or 'we will end with our friends in our Polish studio to hear about their \_\_\_\_'. Each thanking the school in the segment before. This gives continuity to the podcast.

### **Key points that each recorded segments for podcast should include:**

There is always a lead presenter that can take charge of the timings, can have the confidence to fill 'dead air' when required, and directs the other presenters when required.

Always provide names and locations when speaking about interviews or any prerecorded material.

Everyone has a chance to speak, even if only introducing the various segments in a show.

There needs to be introductory, body, conclusion pieces in each section of the final podcast. As above, suggested linking sentences could include, 'we begin this podcast in Milan', 'now we hand you over to our sister school in Madrid', 'and for the final part of this podcast we hand you back to our Irish studio', or 'we will end with our friends in our Polish studio to hear about their \_\_\_\_'. Each thanking the school in the segment before. This gives continuity to the podcast.

## Example script for radio show/podcast

### Music Intro (15 secs)

#### Lead Presenter:

Hello (or Failte/Witam/Hola/Ciao), you are very welcome to, or you are tuning into (name of show/programme)

This first/second/third/ fourth section of the show is coming to you from our school (name of school) in Kinvara/Gandanisk/Madrid/Milan, a city/town in our beautiful country

of \_\_\_\_\_

(pause) My name is

\_\_\_\_\_

(and) joining me in studio today is, (each presenter says their own first name and surname) \_\_\_\_\_

(Speaking to the Second presenter) \_\_\_\_\_ can you outline what is coming up in the next?

#### Second Presenter:

Thanks \_\_\_\_\_, yes, our first piece/segment is, (for example: an interview with \_\_\_\_\_ discussing \_\_\_\_\_/ or our fellow pupil \_\_\_\_\_ discussing \_\_\_\_\_)

And features \_\_\_\_\_, with

#### Lead Presenter:

Great, let's take a listen!

### Clip plays (4mins)

#### Third Presenter:

Welcome back, your listening to (name of show) here in (name of school) and we just listened to a clip featuring \_\_\_\_\_, I really enjoyed that. Any thoughts from any of you on that interview?

### Each presenter has a short comment on the clip that just played

### **Jingle (6 secs)**

#### **Lead Presenter:**

(Speaking to the fourth presenter) (name)\_\_\_\_\_ can you tell our listeners what is coming up next?

#### **Fourth Presenter:**

Yes, coming up next is \_\_\_\_\_ song/interview/poem and I think you are all going to enjoy this!

### **Clip plays (2 mins)**

### **Jingle**

#### **Lead Presenter:**

Well, we have come to the end of our part in the show and we will hand you over to our sister station in \_\_\_\_\_ for some more interesting information on what they have been up to. So, we will say goodbye from, (name of school) \_\_\_\_\_ and me (name) and my fellow presenters \_\_\_\_\_

Everybody says goodbye (possibly in their own language) at the same time.

### **Next School starts with same format**

Each show generally has a running order. This is used by the producer to make sure the features, segments, music and links are on time and each one is played in the right order (Hence knowing the precise length of each show in advance). Radio shows or podcasts comprise of different things, and may require different types of running orders. However, the running order is an essential part of every show.

Example using the script above:

| Time  | Where     | What  |
|-------|-----------|---|
| 0.00  | MP3 1     | Intro   |
| 0.20  | In Studio | Lead Presenter reads prepared intro                           |
| 1.20  | MP3 2     | First interview with teacher on cultural aspect               |
| 5.20  | In Studio | Third Presenter welcomes back                                 |
| 6.30  | MP3 3     | Jingle  |
| 6.36  | In Studio | Lead Presenter moves to fourth presenter for final clip       |
| 7.00  | MP3 4     | Last clip on music in the school                              |
| 9.00  | In Studio | Lead presenter concludes and hand over to next school         |
| 10.00 | MP3 4     | Jingle that moves between schools                             |
| 10.06 | In Studio | New Lead Presenter reads prepared intro from different school |

Below is example of Clock Running order (this could be used as a visual aid to preparing a show)

