

Podcast Workflow



UNC GREENSBORO

Digital ACT Studio

Don't just sit down and hit record. Use these helpful tips to critically think through your podcast production process!



Pre-production

Prepare Your Content

- Plan your intro, body, and outro.
- Research related information, and create interview questions.
- Find a theme song, background music, or sound effects if needed.
- Find a quiet place to record that doesn't have too much echo.
- Test equipment ahead of time to ensure desired output.



Production

Record Your Audio

- Project your voice but do not shout.
- Record 5 seconds of silence for noise reduction later.
- If you stumble keep going; you can edit out mistakes in post-production.
- Make sure your audience knows who's talking by introducing everyone.
- Wrap-up in a clear conclusion (e.g. review topics, thank guests).



Post-production

Edit Your Podcast

- When editing, use headphones to hear all sounds clearly.
- Apply noise reduction to your audio track.
- Delete long pauses, mistakes, coughs, sneezes, etc.
- In both the intro and the outro, be sure any music decreases in volume when you are speaking and increases volume when you are not.



Export

Export Your Content

- When you are done, you will need to export your file; this ensures that you are able to share your work with other people.
- Generally, export your podcast as an .mp3 or .wav file.
- Exporting mixes down all your audio to one stereo track that can be played back on any computer.