

SAMPLE STORYBOARD I

Below is an example storyboard that guides the recording/production of a podcast. You may use it as a guide to craft your own, or simply delete the contents and fill in your own.

	Section	Audio	Script/Notes
1	Intro	Music file 1**	30-second excerpt from Tom Dempsey track
2	Intro	Jaime introduces new series	<i>Hello everyone, I'm Jaime Riccio, the Station Director here at WLGR, LaGuardia Web Radio. We're thrilled to introduce a new podcast series that highlights important updates and stories from around LaGuardia Community College, hosted by LaGuardia's President, Kenneth Adams. Thank you for tuning in to the season premiere of [TITLE]. We'll be releasing a new episode on the final Monday of each month. Now without further ado, please join me in welcoming your host, President Kenneth Adams.</i>
3	Intro	Pres. Adams introduces show and this episode's topic	
4	Intro connector	Music file 1**	Brief musical clip to highlight transition (Can be played in background during intro)
5	Segment 1***	Pres. Adams discusses subtopic 1 and guest(s)	
6	Segment 1	Guest 1 introduces self	
7	Segment 1	Guest 1 discusses subtopic 1	
8	Segment 1	Pres. Adams wraps up subtopic 1	
9	Segment connector	Music file 2	(Optional track)
10	Segment 2***	Pres. Adams discusses subtopic 2 and guest(s)	
11	Segment 2	Guest 2 introduces self	
12	Segment 2	Guest 2 discusses subtopic 2	

13	Segment 2	Pres. Adams wraps up subtopic 2	
14	Segment connector	Music file 2	(Optional track)
15	Segment 3***	Pres. Adams discusses subtopic 3 and guest(s)	
16	Segment 3	Guest 3 introduces self	
17	Segment 3	Guest 3 discusses subtopic 3	
18	Segment 3	Pres. Adams wraps up subtopic 3	
19	Segment connector	Music file 2	(Optional track)
20	Segment 4***	Pres. Adams discusses subtopic 4 and guest(s)	
21	Segment 4	Guest 4 introduces self	
22	Segment 4	Guest 4 discusses subtopic 4	
23	Segment 4	Pres. Adams wraps up subtopic 4	
24	Outro connector	Music file 1**	Brief musical clip to highlight transition *Can play-out in background
25	Outro	Pres. Adams closes episode and reveals next month's topic	(Topic reveal if applicable)
26	Outro	Jaime provides brief summary and teases next month's episode	
27	Outro	Music file 1**	30-second excerpt from Tom Dempsey track

**Music intro/outro can be same “theme song” or two different tracks.

***Segments can be focused on one guest each (as is shown above), or emphasize topic to include multiple guests' input.

****Flexibility included for number of segments and commentary/guiding questions from Pres. Adams or Jaime as needed.

SAMPLE STORYBOARD II

	Section	Audio	Script/Notes
1	Intro	Music file 1**	30-second excerpt from Tom Dempsey track
2	Intro	Jaime introduces new series	<i>Hello everyone, I'm Jaime Riccio, the Station Director here at WLGR, LaGuardia Web Radio. We're thrilled to introduce a new podcast series that highlights important updates and stories from around LaGuardia Community College, hosted by LaGuardia's President, Kenneth Adams. Thank you for tuning in to the season premiere of [TITLE]. We'll be releasing a new episode on the final Monday of each month. Now without further ado, please join me in welcoming your host, President Kenneth Adams.</i>
3	Intro	Pres. Adams introduces show and this episode's topic	
4	Intro connector	Music file 1**	Brief musical clip to highlight transition (Can be played in background during intro)
5	Segment 1***	Pres. Adams discusses subtopic 1 and guest(s)	
6	Segment 1	Guest 1 introduces self	
7	Segment 1	Guest 1 discusses subtopic 1	
8	Segment 1	Guest 2 introduces self	
9	Segment 1	Guest 2 discusses subtopic 1	
10	Segment 1	Guest 3 introduces self	
11	Segment 1	Guest 3 discusses subtopic 1	

12	Segment 1	Guest 4 introduces self	
13	Segment 1	Guest 4 discusses subtopic 1	
14	Segment 1	Pres. Adams wraps up subtopic 1	
15	Segment connector	Music file 2	(Optional track)
16	Segment 2***	Pres. Adams discusses subtopic 2	
17	Segment 2	Guest 1 discusses subtopic 2	
18	Segment 2	Guest 2 discusses subtopic 2	
19	Segment 2	Guest 3 introduces self	
20	Segment 2	Guest 3 discusses subtopic 2	
21	Segment 2	Guest 4 introduces self	
22	Segment 2	Guest 4 discusses subtopic 2	
23	Segment 2	Pres. Adams wraps up subtopic 2	
24	Outro connector	Music file 1**	Brief musical clip to highlight transition *Can play-out in background
25	Outro	Pres. Adams closes episode and reveals next month's topic	(Topic reveal if applicable)
26	Outro	Jaime provides brief summary and teases next month's episode	
27	Outro	Music file 1**	30-second excerpt from Tom Dempsey track

**Music intro/outro can be same "theme song" or two different tracks.

***Segments can be focused on topic to include multiple guests' input (as is shown above), or on one guest each

****Flexibility included for number of segments and commentary/guiding questions from Pres. Adams or Jaime as needed.