
Podcast Series Template

Introduce and provide a short overview of your podcast project. Whose voices are you amplifying in your podcast? What themes and topics do you plan to touch on?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your podcast to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on your podcast benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your podcast and why?
- What impact could your podcast have on attitudes or beliefs in your school or community? What might your podcast bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your project?

Format:

Describe the format of your podcast. Consider these questions:

- How many episodes will you produce?
- How long will the episodes be?
- How will the episodes be structured?
- Where will your podcast be housed and streamed?

Promotion considerations:

How will you promote the podcast and draw an audience? Consider how you might use social media, school newsletters or events, SEO optimization, community networking, etc.

Evaluation:

What methods will you use to measure the impact of your podcast? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Sample budget:

Item	Notes	Cost
Recording Equipment	Microphones x 3	\$300
	Headphones x 5	\$250

	Pop Filter/Windscreen x 2	\$20
	Laptop x 1	\$1,999
Guest Honorarium	Honorarium for a third party guest expert x 3	\$300
Graphic Design Software	Procreate (tablet design app) for designing logo and promotional content	\$13.99
Space Rental	Recording space	\$750
	Launch party space rental (Community Center)	\$500
Printing	Promotional Materials	\$50
	Total:	4,993.99

Note: Recording software and hosting platforms are available free of cost.

Timeline:

Creating a timeline for a podcast project involves outlining the time it will take to complete tasks in all key stages of pre-production, production, post-production, promotion, release, and evaluation. Consider steps like researching, scripting, recording, editing, creating assets, etc.

Video Web Series Template

Provide a brief overview of your project. What is your web series about? What does your web series aim to do?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your web series to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on your web series benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your web series and why?

- What impact could your web series have on attitudes or beliefs in your school or community? What might your web series bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your web series?

Format:

Describe the format of your web series. Consider these questions:

- How many episodes will you produce?
- How long will the episodes be?
- What genre will your web series be? Will it be fiction or nonfiction?
- What style of storytelling will you use? Will there be a continual narrative or will it be episodic?
- Where will your web series be housed and streamed?

Promotional Considerations:

How will you promote the podcast and draw an audience? Consider how you might use avenues like social media, SEO optimization, events, and/or local news sources. Could you promote or share your web series through your school's newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your podcast? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Budget:

(note - consider rental equipment if available to or seek out equipment from your school's A/V club)

Item	Notes	Cost
Camera Equipment	Camera 1	\$1,250
	Camera 2	\$1,250
Lighting Equipment	Lighting setup for shoot	\$500
Tripods	Tripods x 3 for camera and lighting	\$250
Audio equipment	Lab mic	\$350

Props	Wardrobe, backdrops, etc	\$700
Music licenses	Stock music	\$250
Video editing software	Adobe cloud subscription (October 2024-June 2025)	\$400
Printing	Promotional Materials	\$50
	Total:	\$5,000

Timeline:

Create a timeline by breaking down your project into each step within the pre-production, production, post-production, and launch phases. Illustrating how much time they will take. Consider including steps like conceptualization and research for authentic storytelling, scriptwriting, casting, filming, post-production editing, marketing strategy development, promotional activities, and community engagement.

True Voices Play

Briefly introduce and describe your project. What is your play about? Who will participate in it?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on and in your play benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your play and why?
- What impact could your play have on attitudes or beliefs in your school or community? What might your play bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?

Format:

Describe the format of play. Consider these questions:

- How long will the play be? How many acts?
- How many performances will you put on?
- What genre will your play be? Will it be based on a true story or events?
- What style of storytelling will you use? Will there be a linear or non-linear narrative?

Promotional Considerations:

How will you draw an audience? Consider how you might use avenues like social media, fliers, and/or local news sources. Could you promote your production through your school's announcements, bulletin boards, newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Budget:

Item	Notes	Cost
Set Design	Backdrop design	\$1,000
	Props and furnishings	\$1,250
Wardrobe	Clothing for cast	\$1,000
Makeup	Cast makeup	\$300
Equipment rental	Lighting, sound, special effects	\$1,000
Printing	Promotional Materials	\$50
	Program	\$200
	Total:	\$4,800

Timeline:

Outline a timeline for the project by breaking down the steps in pre production, production, and post-production. This timeline should include time for conceptualizing, writing, set design, rehearsals, promotion, etc.

True Voices Anthology

Provide a short introduction and description of your project. What will your anthology look like? Whose voices do you seek to showcase? Will your anthology focus on a specific theme or topic?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on or published in the anthology benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who are your intended readers and why?
- What impact could your project have on attitudes or beliefs in your school or community? What might your anthology bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?

Format:

Describe the format of your anthology. What mediums and art forms will your anthology include? How long will it be? How will it be published and distributed? Will it be made available in physical and/or digital formats?

Promotional Considerations:

How will you promote the anthology and draw readers? Consider how you might use avenues like social media, events, and/or local news sources. Could you promote or share your anthology through your school's newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the readers, and/or school environment.

Budget:

Item	Notes	Cost
Layout design software	9 month Adobe acrobat subscription	\$400
Training	Adobe online training	\$450

Honorarium	Guest talent feature (must not be affiliated with the school)	\$300
Materials	Arts and crafts materials to support anthology development	\$750
Printing	Anthology printing x 100 copies for the school body	\$3,000
	Total:	\$4,900

Timeline:

Break down your project into a timeline. Illustrate the time it will need for each phase of the project, such as conceptualization and planning, outreach and call for submissions, selection, editing, design and layout, printing and digital formatting, promotion, launch and distribution.

True Voices Zine

Provide a short introduction and description of your project. Will your zine focus on a specific theme or topic?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on or published in the zine benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who are your intended readers and why?
- What impact could your project have on attitudes or beliefs in your school or community? What might your zine bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the readers?

Format:

Describe the format of your zine. Consider questions such as:

- What mediums and art forms will you use?
- Who will contribute to the zine?
- What style of zine do you intend to create?

- Will you create one zine or multiple volumes?
- How will the zine be published and distributed?

Promotional Considerations:

How will you promote the zine and draw readers? Consider how you might use avenues like social media, events, and/or local news sources. Could you promote or share your zine through your school's newsletters, events, or websites? Are there local book fairs, art exhibitions, zine fests, or community events where you could distribute physical copies and build awareness?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the readers, and/or school environment.

Budget:

Item	Notes	Cost
Layout design software	9 month Adobe acrobat subscription	\$400
Training	Adobe online training	\$450
Honorarium	Guest talent feature (must not be affiliated with the school)	\$300
Materials	Arts and crafts materials to support zine development	\$1,500
Printing	Zine printing 250 copies x 4 (one per school quarter)	\$1,000
Website	Website development to host zine	\$500
	Total:	\$4,150

Timeline:

Create a timeline of the project that includes all steps of pre production, production, promotion, and distribution. This may include tasks like producing creative elements, organizing layout, proofreading, digital formatting, creating promotional materials, and evaluating impact.