

## Podcast

-Gemeinsam leben und lernen in Europa e.V.

## AGENDA

**Time:** 30\40 min for each episodes

**When:** every first Friday of the month a new episode is published

### Preparations/Tasks:

- Topic requests and agreement
- Guest management
- Research
- Cover design
- Collect links from research for website
- Create description for episode content (use for Spotify etc. and website)
- Date for recording
- Meeting for recording
- Cut episode (remove background noise, teaser sentences for intro, outro)
- Publish to Podigee platform on Spotify/Deezer/Apple Music (scheduling episodes possible)
- Marketing
- Feedback

### Episode Content:

- Intro (1 min)
- Welcome and announcement of today's topic (5 min)
- Discussion, facts, tips, experiences (10 min)
- Interview with guest (10-15 min)
- Challenge (3 min)
- Farewell and conclusion (6-10 min)

### Interview questions for guest:

- Random question to warm up (What do you like to do when you really want to have fun? What's your favorite kind of ice cream?...).
- On topic: what's on your mind right now/what's bothering you? What are you contributing to the solution? What do you wish for the future?



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**Challenge** as interactive part: at the end of each episode we also show how you can get personally involved in this topic, in the form of a challenge.



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