



# Human Podcast Guidelines

## How to create an Episode for the YCreate Human Podcast?

This document has the aim to provide you with simple guidelines to follow when approaching to podcast creation. These guideline are the result and summary of the process implemented to create the firts episodes of the YCreate Human Podcast during the international training led by Mulab in Arnhem on June 2022.

### STEP 0 Define your target and the setting.

- While creating a podcast, different scenarios can be envisaged: you can decide to tell personal stories or stories that you have witnessed, or activate research in your community or other realities such as associations/ organizations according to your topics of interest.
- Set up with your target if they want to participate in the creative process of the podcast as well as give you consent to be interviewed. If they do not have the opportunity to participate fully, be sure to devise appropriate questions to fully cover the story's narrative, to have enough material for further developments. In the respect of the interviewee, it is important to share the script.
- The setting can be one to one, small group or large group according to what can provide a safe sharing enviroment for everyone.

**STEP 1 Share the goal of the podcast with your target:** Sharing stories to tackle hate speech and discrimination led by disinformation misinformation or fake news online

**STEP 2 Brainstorming stories (Sharing the stories):** why is this story relevant to us?

- opt1: single participant: in this case brainstorm in how many ways this story is relevant for YCreate Human Podcast?
- opt2: if you are working with a large group of people then divide them in small teams and let each member of the team share their own story in a strict period of time (suggested 3 min each)
- opt3: if you are working with a small group of people (up to 5 people) let each participant share their own story in a strict period of time (suggested 3 min each)
- resources needed for the activity: timer.
- goal: get started in narrating the stories in a contained time slot.

**STEP 3 Human Podcast Creative Canvas and Storyboard:** suggested time up to 1h

Whether you decided to work alone or in a group, once you brainstormed the story you want to tell, start working on a draft structure on how you want to narrate it.

- Use the resource "Human Podcast Creative Canvas" as a reference and start implementing elements you would like to characterize your own story.
- TIP: If you are working collaboratively with the protagonist of the story, at this stage give the interviewee a chance to decide whether they prefer to record in their own voice the story they share or have it narrated by a third person
- Use the resource "Human Podcast Storyboard" as a reference and start jotting down the basics of your own story.
- resources needed: Human Podcast Creative Canvas + Human Podcast Storyboard + post it, whiteboard, markers and colors
- goal: jot down the elements of THE story, define the narration and the story.



# Human Podcast Guidelines

## How to create an Episode for the YCreate Human Podcast?

### STEP 4 Human Podcast Script Making: suggested time up to 1h

Whether you decided to work alone or in a group, once you have defined the story in its stages and details, it's time to transform it in a suitable content for a podcast.

- Use the resource "Human Podcast Script" as a reference to start working on the script of the actual episode of the podcast.
- Give the interviewee a chance to decide whether they prefer to record in their own voice the story they share or have it narrated by a third person
- **resources needed:** Human Podcast Script + post it, whiteboard, markers and colors
- **goal:** state the objectives of the story you want to tell, produce a transcription of the actual spoken lines of the podcast episode.

### STEP 5 Rehearsing reading and timing

Once you defined your Script it's essential to rehearse and have a recording trial to validate if the script is functional to your needs.

- Find a quiet room to record.
- Recording short clips can facilitate the editing process in case of mistakes.
- TIP: you don't need expensive equipment to record good quality audio, if you use your smartphone vocal memo, point the mic toward your throat rather than directly to your mouth in order to have cleaner audio.
- **resources needed:** smartphones, voice recording app, quiet rooms, headsets (each participant to be asked beforehand to bring a smartphone headset)
- **goal:** rehearse and deal with technical issues...

### STEP 6 Recording and finalising the episode

After rehearsing and reviewing the recordings, make any needed amendments and you are ready to record the final version of your episode.

Here are some tips and useful resources that are free online to help you compose your episode's final version:

- To record high-quality audio online: <https://zencastr.com/>
- Royalty-free images, songs and sounds: <https://pixabay.com/>
- Royalty-free sounds: <https://freesound.org/>
- **resources needed:** smartphones, voice recording app, quiet rooms, headsets (each participant to be asked beforehand to bring a smartphone headset)
- **goal:** produce audio files to be edited and finalised

### STEP 8 Final reflection: optional, suggested time 30 min

Especially when working in groups could be appreciated to dedicate circle time to reflect on the activities done. You can reflect on:

- Strengths of the creative process
- Key points for improvement
- What I/we have learned



# Human Podcast Creative Canvas

## How to create an Episode for the YCreate Human Podcast?

Our duty as "librarians": Telling other's stories maintaining a safe environment

Think about the humans behind the story

### How to care about the subject/ protagonist while collecting the story

- (ask for consent)
- active listening to their needs
- provide a safe space to tell their story
- facilitate the conversation
- make sure questions aren't looking for drama
- let the person use alternative supports to tell the story
- Follow up questions
- Give the control over the conversation
- Be honest and respectful
- Ask questions sensitively

### How to care about the subject/ protagonist while collecting the story

- check the content with them
- ask for feedback
- empathy in words and body language whilst listening
- don't embellish
- make sure stories aren't chosen for more audience/ dramatic effect, have integrity, care about the story
- be precise and don't sensationalist their story
- give space for emotion & open expression
- appropriate channel for target audience

Think about the humans listening the story

### What are the emotions or effect that may be provoked in the listener?

- empathy/ compassion
- change of perspective/ raise awareness
- excitement in reliability
- startle the audience to make them think
- pain, anger, awkwardness, embarrassment
- humour, surprise, joy
- motivation, inspiration, self reflection
- relief, hope

### What narrative style is functional to achieve different effects on the listener?

- formal tone
- ironic
- dramatic
- informal/colloquial
- humorous
- first or third person
- interview
- spoken words

Think about how a spoken story can connect those two kind of humans

### The essential elements of a Story

- subject/s
- a plot (action/ development)
- a lesson (purpose)
- give a title that attracts audience
- details, examples
- exposition
- trigger warnings
- place/setting
- graphic/images
- credits
- open questions

### Possible ways to convey a spoken Story

- conversational
- mind the pace of the telling
- include descriptions
- song
- factual
- flowing, rhythm , music
- background sound

# Human Podcast Creative Canvas

How to create an Episode for the YCreate Human Podcast? \_ THE STORYBOARD



## Tips for organising your storyboard

The title of this story would be

• .....

The narrative style

• .....

The essential elements of the Story

- .....
- .....
- .....
- .....
- .....
- .....

The purpose

- We have chosen to tell this story because...
- It's important to share this story because...
- .....
- .....
- .....
- .....

## Jot down your story

Beginning

Development

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
.....

End

Purpose / Lesson

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
.....



# Human Podcast Creative Canvas

## How to create an Episode for the YCreate Human Podcast? - THE SCRIPT

The written text of a stage play, screenplay, or broadcast specifically: the one used in production or performance. Rielaboration of the story in order to have transcription of the actual spoken lines of the podcast episode. Possible example of a Podcast Script:

### Tips for organising your Script

What are the factors you like in your favorite podcast and want to include in yours ?

- .....
- .....
- .....

Who is the narrator? From what point of view you want to tell the story?

- .....
- .....
- .....

Possible example of a Podcast Script

- Present the episode (20 sec)
- Introduction of the topic (20 sec)
- Musical jingle/sound effects (5 to 10 sec)
- Longer explanation of the story topic (optional - up to 30 sec)
- Story (up to 10 minutes)
- Main point/ Lesson (3 min)
- Supporting point (optional - up to 3 min)
- Supporting data (optional - up to 3 min)
- Supporting quote (optional - up to 3 min)
- Outro (30 sec)
- Call to action ( up to 30 sec )
- Musical jingle/sound effects

### Jot down a basic script for the Ycreate human podcast

Introduction of the episode (up to 30 sec)

Story (up to 5 min)

Hello! Welcome to the YCreate Human Podcast! Here we share stories to tackle hate speech and discrimination led by disinformation misinformation or fake news online.

In this episode (we'll talk about/ we'll tell the story of..)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Purpose/Lesson

Outro

.....

.....

.....

.....

.....

.....

i.e. check out other stories! or do you know a similar story you want to share? Let us know...

.....

.....

.....

.....

.....