

Podcast Proposal - CFRC Podcast Project

This document will help us approve your podcast project, while also ensuring that you've taken the necessary steps to ensure you have a plan for its success. All podcast proposals are subject to the approval of CFRC management.

Your name:

Your contact information:

Are you currently a Queen's AMS (undergraduate) or SGPS (graduate) member?

If yes, please provide your faculty/school/department and program of study:

If your podcast is being produced as the official podcast of an organization (school, business, NGO, etc.), who is the authorizing person at that organization?

Contact information for that person:

Your podcast's name:

Description of podcast:

Category for podcast (news, entertainment, music, comedy, drama, etc.) -- you can pick from one of the current Apple podcast categories here:

<https://castos.com/itunes-podcast-category-list/>

Will this podcast contain commercially produced or copyrighted music? This is things such as:

- Recordings you didn't write/compose/produce yourself
- Audio files from the Internet, of any origin (including CC0/Royalty-Free audio)
- Songs you may be singing or performing but copyrighted to somebody else

Will this podcast contain obscene language (not a criteria for decision, but required for podcast setup with Apple and Google)?

How frequently will this podcast air?

daily

weekly

biweekly

monthly

other: _____

What day of the week and time would you like the podcast to be available to listeners at?

Describe your first three episodes: how will you prepare your material? What guests will you have, if any? What work will you need to do before arriving in the studio to record?

For subsequent episodes, what will you need to do on a continual basis to ensure you maintain the level of quality established by your first three?

How will you market this podcast -- what are your plans to reach out to listeners to build and maintain a strong audience?

Can you provide the following (post to a shared drive, and link below), or will you need help creating, images for your podcast?

- A 3000x3000 pixel image to identify your podcast in podcast apps

- The same image, but adapted to be 2000 pixels wide and 1200 pixels high
- I can provide the files
- I'll need some help with these graphics

If your podcast will contain music, will you be able to maintain a logsheet of music you played (artist, song name)?

I affirm that my podcast will adhere to the description provided above for the duration of its run, and adhere to the mandate and mission of CFRC: *to provide innovative and alternative programming that enriches and challenges the academic and cultural life of the Queen's University and Kingston communities; to empower and celebrate the diversity of Kingston and Queen's through innovative, noncommercial, community-oriented programming.*