

## KCSU Podcast Shadow Sheet

As part of your KCSU-FM training experience, you must complete at least **one to two hours of podcast shadowing to be KCSU Certified as a freelance producer**. You must shadow a current freelance producer at least once, it can be either a recording or editing session but it must be made known to the Podcast Director which it was. Freelance Producers must complete their mandatory one shadow session before they are allowed to take the KCSU Podcast Quiz. Communicate with the Podcast Director what your availability looks like so they can find something that will work for your schedule. **THIS SHEET MUST BE SIGNED BY THE FREELANCE PRODUCER THAT YOU SHADOW BEFORE YOU TAKE YOUR QUIZ.**

Freelance Producer's Show: \_\_\_\_\_

Date: \_\_\_\_\_

# of hours shadowed: \_\_\_\_\_

Editing or Recording Session: \_\_\_\_\_

Freelance Producer Signature: \_\_\_\_\_

- Watched how to open up/how to properly save an Audition File
- Observed proper mic etiquette

### OPTIONAL

Second Freelance Producer's Show: \_\_\_\_\_

Date: \_\_\_\_\_

# of hours shadowed: \_\_\_\_\_

Editing or Recording Session: \_\_\_\_\_

Freelance Producer Signature: \_\_\_\_\_

- Edited part of a show
- Used multi-track

Below is a checklist that must be filled out by the Freelance Producer hosting the shadow. Please go line-by-line to ensure you're going over everything that's important to the growth of your shadow and remember to have fun!

No.	Task	Freelance Producer Initials First Shadow	Freelance Producer Initials Second shadow
1	Opened up Audition correctly and formatted the file		
2	Monitored Microphone levels using the board, audition and headphones		
3	Was taught proper microphone etiquette: placement of microphone, not eating or drinking, proper voice modulation		
4	Basic Microphone Check		
5	Can adjust Headphone and Room Volume		
6	Knows how to access the KCSU Updates Calendar and knows how to book the Production Room Properly		
7	How to export the file correctly (.mp3 format)		
8	Understands difference between audio file and multitrack session		
9	Understands what the Legal ID is		
10	Understands the maximum time allotted for a podcast episode		
11	Knows where the podcast will be published once completed		
12	Has knowledge of the rule on multiple part episodes		
13	Understands how to use the razor tool in Audition		
14	Understands what "M" and "S" do in Multitrack sessions		
15	Demonstrates how to fade in and out of an Audio File		
16	Understands quick command for marking a portion of the track		