

The recording & distribution process

1. Before recording

There are a few things that we need to do before the recording...

- Fix the date & time. When we have agreed the time slot we'll send you an invite that will allow you to access our recording 'Green Room'.
- Check out the questions that we will be asking and ensure that you have all the information that you need to hand. Please do **not** script any answers but instead make sure you feel comfortable answering naturally and informally.
- Ensure that you know where you are going to record and what microphone/headphones/camera you will be using.
- Familiarize yourself with the recording process by watching [this video](#).

2. On the day of recording

On the day please think about the following...

- Check the light to make sure it works for a video recording.
- Ensure to have headphones and your mic is working well.
- Make sure you will not be disturbed either physically or digitally.
- Make sure you are well hydrated and have been to the bathroom before the recording!
- Ensure that you have completed all the steps outlined in the [video introduction](#).
- Ensure that you have the latest version of Chrome installed and that you use this browser.
- Access the 'Green Room' through the link a few minutes early to familiarize yourself with the platform.

3. Post production

This bit is easy for you! We'll set to work putting together the podcast in all formats. We will ask you for a photo of the school that will be included in the promotion materials. The process will take up to 10 working days.

When everything is ready we will share a link to the podcast episode page and inform you of the release date.

4. Distribution

The podcast is widely distributed in audio only and audio/video format through a very wide range of platforms. The biggest of these are Spotify, Apple Music, Google & Amazon and it is syndicated through over 50 other platforms to ensure the broadest reach.

You are able to share, distribute and use both the video and audio versions of the podcast.

5. Availability

This kind of podcast, by its very nature, includes time sensitive information. In order to keep the podcast relevant, episodes will be available for a period of 12 months & a maximum of 18 months. After this time they will be removed from the networks. We will be recording up-to-date versions annually and will contact you in due course to see if you are interested.

