



Request for Podcast Proposal

Date

About You

Name

Company Name

Company Address

Contact Email

Contact Phone

Contact Skype

About Your Podcast

Podcast Title

Subject Matter

Duration of Podcast

XML / iTunes Tags

Type of Content*

Advertising required*

Frequency of podcast

Projected No. of listeners

Additional Media required*

Syndication

WordPress / Typepad RSS

Libsyn

Feedburner

(Tick all that apply)

Other (Please state)

Will you require us to set up and manage the accounts? Yes / No

Publishing

iTunes

Soundcloud

Stitcher

Pocketcast

Own Website

(Tick all that apply)

Other (Please state)

Will you require us to set up and manage the accounts? Yes / No

Additional Information

Does the show already exist or is it brand new? Do you want us to provide show notes? Tell us a little more about your podcast.

When complete, please send to "hi@copperroaduk.com". This does not form a contract, but is useful for us to quote effectively.

* See additional notes sheet

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Notes

General Notes:

The information that you supply us with will help us to put together a cost effective proposal for you without affecting quality. Many times additional costs are incurred when *your* idea of your podcast and *our* idea of your podcast don't match up. But by telling us as much as possible this shouldn't happen.

Missing information:

Having said that, if you don't have all of the information to hand right at the beginning, it's not the end of the world. For example XML / iTunes tags can always be changed or added as the podcast is being published. So if you need to let us know some details later, don't worry too much.

Type of content:

The type of podcast you are putting together will have an impact on the editing time and resource. For example, are you presenting a single voice or 'talking head'? Will you be interviewing one or many guests for their opinion, if so, how will you record your conversations, over Skype or face to face? Do you want to include media clips for review? Will you be presenting a news style show, or a specialist interest show that covers a lot of ground? Tell us in the notes section if you need more space.

Advertising required:

Many podcasts earn revenue by including ads in their format. If this is what you are planning to do, tell us if you already have an agreement, audio slices or have signed up to one of the many advertising agencies that are available. You should also let us know where within the podcast you want the ads to appear and how frequently.

Additional media:

Do you have an intro / outro theme for your podcast already or do you want us to create one for you? Some podcasts like to have a 'pad' running underneath the voices in some sections, or stingers and bumpers that naturally create a break when going from one section to another. If you want us to create and insert these for you, let us know. If you have the rights cleared media already, good job, let us know where you would like them.

Other things to consider:

Is this a short series or a long term commitment? We want to provide you with a quality service, so knowing what you are planning is important.

What is your expected turnaround time? Will you be providing us with six weeks worth of recordings up front, or drip feeding them in as they are done?

What equipment are you using? Let us know your set up, so that we can prepare more effectively or offer advice.

How will you get the files to us? We use Google drive and Dropbox as standard, but are happy to look at other services.

We look forward to hearing from you.