

Podcast Studio Request

Complete the form below and submit to Jasmine N. White. A consultation will be scheduled with the Podcast Producer after review and approval of request. MCM resources (staff and podcast room) will be reserved after payment is processed.

Podcasting at MCM is a fee-based service. The total cost is based on technical support needed for your podcast. Please review the MCM Member Podcast Studio Policy for detailed information regarding reservations, rates and other important requirements for use of the podcast studio.

PRODUCER NAME: _____ DATE: _____

E-MAIL: _____

TELEPHONE DAY: _____ EVE: _____

1. Podcast Title: _____

2. Are you an MCM Certified Podcast Producer? Yes or No

3. Podcast Format: Interview, Conversational, Solo-cast, Storytelling (Fiction/Nonfiction)

4. Brief Description of Podcast: _____

5. Intended Length of Completed Podcast: 30 minutes 60 minutes other _____
(While recording, remember to allow time for MCM Disclaimer and podcast open, breaks, etc., if applicable)

6. Total # of Participants (including host):

7. Technical Support Needed:

- Editing – Basic Audio Clean Up, Add MCM Disclaimer
- Editing – Adding Music, Sound Effects
- Virtual Call-in with Laptop

8. Requested Date(s): _____
(Recommended lead time for reservations – 3 weeks or more)

MCM Staff Complete (initial & date)

Consultation Date _____

Invoice Approved _____

MCM Podcasting