

# STARBASE 118 PODCAST TEAM MANUAL



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**MEMBER LIST***\* When this list was last updated, these members were on LOA.*

<b>NAME</b>	<b>ROLE</b>	<b>MEMBER SINCE</b>	<b>CONTRIBUTION(S)</b>
Lael Rosek (Gina)	Manager	4/2/2017	Segment Contributor, Segment Writer, Wiki Gnome, Channel Manager
German Galven (Dane)	Co-Facilitator	1/22/2019	Segment Contributor, Segment Writer, Wiki Gnome
Geoffrey Teller (Brian Cleary)	Co-Facilitator	1/23/2019	Segment Contributor
Chythar Skyfire (Zephyr)	Member	10/29/2017	Wiki Gnome, Graphics
Marcus Dickens (Sergio)	Member	8/7/2012	Segment Contributor, Singer
Groznin Smith (Zech Tyler)	Member	3/2/2018	Segment Writer
Tasha MacFarlane (Theo Hoyte)	Member	3/3/2018	Segment Writer
Toryn Raga (Rameses McCollom)	Member	3/3/2018	Segment Contributor
Chloe Waters	Member	1/23/2019	Segment Contributor
Lazarus Davis	Member	9/20/2019	Ads, Segment Contributor
Mirra Ezo	Member	2/15/2016	Segment Contributor, Singer
<i>* Alora DeVeau (Amanda)</i>	<i>Member</i>	<i>10/24/2013</i>	<i>Segment Contributor, Singer</i>
<i>* Nugra (John)</i>	<i>Member</i>	<i>1/8/2016</i>	<i>Segment Contributor, Editing</i>

## ABOUT THE PODCAST TEAM

### MISSION STATEMENT

To keep Starbase 118 players informed about important news and events around the fleet, to recognize players' outstanding contributions in and out of character, and to entertain Starbase 118 players.

### GOAL

The Podcast Team strives to produce two full, quality podcasts each year for simmers to listen to highlights of the Fleet. The team also works to put out a short 3 to 5-minute podcast segment each month when a full podcast isn't released. They accomplish this with interviews, songs, FNS articles as well as articles written by team members, and sims from the Appreciations Forum.

### TEAM MEMBER DUTIES

Each member of the Podcast Team will endeavor to accomplish the following tasks:

- Offer at least one segment or script to write and/or read per Podcast · Collaborate with others on special Projects.
- Aid with Interviews
- Other duties as needed

## POLICIES AND PROCEDURES

### JOINING THE TEAM

To join the podcast team, you must:

- Be an Ensign or higher
- Be willing to contribute to at least one segment to each podcast

If an individual is interested in becoming a member of the podcast team, they can contact their Commanding Officer, post a note in the Podcast Team forum, or contact the Facilitator directly via email.

### PODCAST CONTENT

Each full podcast will have a theme on which content and segments will be based. Regular segments include fleet announcements, a list of graduates, a list of promotions, one or more sim readings, snippets from ship reports, and filks. Other content can include special segments written by the podcast writers and FNS article snippets.

Each short segment will consist of content left to the segment contributor's discretion. The segment contributor will write a script to be shared with the facilitator(s) for final approval. Content for these short segments can include FNS articles, original articles, and filks.

## PODCAST RELEASE

Full podcasts will be released in June and December on the last Friday of the month. The file will be uploaded to the Starbase 118 Podcast Team's YouTube channel as well as to Archive.org by the facilitator(s) or an assigned individual.

Monthly short segments will be released each month when a full podcast is not released. The file for these segments will also be uploaded to the Starbase 118 Podcast Team's YouTube channel as well as to Archive.org by the facilitator(s) or an assigned individual. As with the full podcast, the release will be announced by the facilitator(s) via an article submitted to the News Team.

## PARTICIPATION AND ACCOUNTABILITY

- Each member must respond to the check-in email sent out each quarter with how they will be able to contribute.
- Each segment writer must write at least one segment per full podcast and each segment contributor must record at least one segment per full podcast.
- Both check-in and participation in the production of the podcast will be tracked on a spreadsheet by the facilitator(s). This determines a member's eligibility for participation awards.
- Members who go above and beyond will be recognized accordingly.

## TEAM MEMBER AWARDS

### Podcast Veteran

This badge recognizes players that have served as members of the podcast team for increments of 1/3/5 years and can be earned in these year increments so long as the player actively contributes to the podcast team.

- **Standard:** Awarded to a player who maintains active status for 1/3/5 years

### A Voice For Radio

This badge recognizes players that have contributed a recorded segment to each full podcast in a given year and can be earned each year so long as the player remains in active standing with the team.

- **Standard:** Awarded to a player who contributes at least one recorded segment to each full podcast in a given year.
- **Elite:** Awarded to a player who contributes one recorded segment to each full podcast in a given year and at least one recorded short segment every three months in a given year.

## Pen To Paper

This badge recognizes players that have contributed a written script for a segment to each full podcast in a given year and can be earned each year so long as the player remains in active standing with the team.

- **Standard:** Awarded to a player who contributes at least one written script for a segment to each full podcast in a given year.
- **Elite:** Awarded to a player who contributes one written script for a segment to each full podcast in a given year and at least one written script for a short segment every three months in a given year.

## Put Your Ears On

This badge recognizes players that have edited one or more full podcasts in a given year and can be earned each year so long as the player remains in active standing with the team.

- **Standard:** Awarded to a player who edits one full podcast in a given year.
- **Elite:** Awarded to a player who edits all full podcasts in a given year and/or edits one or more short segments.

## Host with the Most

This badge is to recognize players that have conducted and contributed interviews for full podcasts and can be earned once at each level so long as the player remains in active standing with the team.

- **Standard:** Awarded to a player who have conducted and contributed an interview to a full podcast.
- **Elite:** Awarded to a player who have conducted and contributed three or more interviews to full podcasts (to span over three or more podcasts).

## Excellence In Contribution

This badge recognizes players that have written scripts or recorded segments totaling 10 or 25 respectively and can be earned once at each level so long as the player remains in active standing with the team.

- **Standard:** Awarded to a player who has written or recorded segments in any combination (10 total).
- **Elite:** Awarded to a player who has written or recorded segments in any combination (25 total).

## MONTHLY NEWS ARTICLE

The release of each full podcast or monthly short segment will be announced by the facilitator(s) via an article submitted to the News Team. See Appendices G & H for the template.

## REQUESTING A LEAVE OF ABSENCE

We understand that life can get in the way. If an emergency arises, please send an email to the Podcast Team list notifying us of the delay. If you will be unable to participate for two or more weeks, please [fill out this form](#). This form asks for an estimated return date, but if by your estimated return date, you realize that you need more time, please fill out the form again with

your new estimated return date and note in the comments that you are requesting an extension.

### **RETIRING FROM THE PODCAST TEAM**

Priorities shift all the time and we completely understand. If you wish at any point to retire from the Podcast team, please [fill out this form](#). Provide as much or as little information as you're comfortable with sharing about your situation and your reasons for retiring.

## APPENDICES

### APPENDIX A-- EMAIL NOTIFICATION: WELCOME TO THE PODCAST TEAM

Dear *[Insert full character name here]*,

Congratulations on becoming a member of the Podcast team! We're excited to have you and to work with you. Please take the time to review the Podcast Team Manual as it will tell you a bit more about the team, your responsibilities as a member, and ways you can contribute to the team.

If you have any questions, feel free to contact Geoffrey Teller or German Galven.

Sincerely,

The Podcast Team

### APPENDIX B-- EMAIL: CHECK-IN

Hi Podcast Team Members!

Our theme for our next podcast, set to be released at the end of *[insert month here]*, is *[insert theme here]*. Just so I know what we're looking at for next podcast, if everyone could please respond with the following, it would be much appreciated:

**Character Name**

**Writer ID**

**Will you be able to record a segment for this podcast?**

**Will you be able to help write a script for this podcast?**

**Any other contribution you would be willing to make to the podcast?**

Please respond as soon as possible.

Sincerely,

The Podcast Team Facilitators



**APPENDIX C-- TIMELINE/INDEX TEMPLATE**

Timeline/Index for Podcast [#]  
 [Stardate—YearMonth]

Instructions: Please change the color to purple once the segment has been uploaded to the folder.

- Purple = Complete
  - Black = Still needs to Be Done
- **Upload Deadline – [Third Friday of Month] · Projected Release Date – [Last Friday of Month]**

Theme: [What most of the extra content centers on]

- Welcome to the Fleet covering graduates from [Month] to [Month] Read by
- Sim: [Subject Header of the Sim] Read by
- Interview with [Name of Interviewee] Conducted By [Name]
- Song Title Lyrics By [Name], Music Composed by [Name], and Sung by [Name]
- Announcements Written by [Name] and Read By [Name]

**APPENDIX D-- EMAIL NOTIFICATION: TEAM MEMBER AWARDS**

Hi Podcast Team Members!

Please congratulate the following member(s) on their awards this year:

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Sincerely,

The Podcast Team Facilitators

**APPENDIX E-- EMAIL NOTIFICATION: LOW PARTICIPATION**

Dear *[Insert full character name here]*,

We just wanted to check in to see if everything is okay. We've noticed that you haven't been active since *[insert date here]*. Is there anything that we can do to help? Don't hesitate to contact us if you need suggestions on how to regain active standing or if you need an LOA from the team.

Sincerely,

The Podcast Team Facilitators

**APPENDIX F-- EMAIL NOTIFICATION: INTERVIEW REQUEST**

Hi *[Insert character/player name]*,

Our next podcast is coming up in *[insert month here]* and we would be honored if you'd agree to co-host. This podcast will focus on *[insert theme here]*.

We would greatly appreciate your response as soon as possible.

Sincerely,

The Podcast Team

**APPENDIX G-- FULL PODCAST RELEASE ANNOUNCEMENT (DISCORD/FORUMS/NEWS ARTICLE)**

The podcast team is excited to announce that the *[month and year]* podcast is now available for your listening pleasure, featuring co-host *[insert character rank and full name]* and special segments *[insert segment title]* read by *[insert segment contributor rank and full character name]* and *[insert segment title]* read by *[insert segment contributor rank and full character name]*. Click here to listen now. You can also subscribe to our RSS feed to receive notifications when future podcasts become available.

**APPENDIX H-- SHORT SEGMENT PODCAST RELEASE ANNOUNCEMENT  
(DISCORD/FORUMS/NEWS ARTICLE)**

The podcast team is excited to announce that a new short segment podcast is now available for your listening pleasure. Content includes *[insert segment title]* written by *[insert segment contributor rank and full character name]* and read by *[insert segment contributor rank and full character name]*. Click here to listen now. You can also subscribe to our RSS feed to receive notifications when future podcasts become available.

## **LINKS AND RESOURCES**

[Podcast Team Wiki](#)

[Podcast Team Google Group](#)

[Podcast Team Forums](#)

[Full Podcasts Playlist](#)

[Monthly Short Segment Podcasts Playlist](#)