

## Handout 4

# NCD Diary Creation Checklist: Audio Format

## Preparation

Do you have recording equipment (including microphone) and audio editing software available?

Have you selected which themes of the Advocacy Agenda of People Living with NCDs you would like to touch upon through your NCD Diary?

Human Rights and Social Justice

Treatment, Care and Support

Prevention

Meaningful Involvement

Have you chosen a title for your NCD Diary?

Have you considered the topic and frequency for each podcast episode of your NCD Diary?

Have you chosen the format of your podcast episodes (e.g. monologue, group discussion, interview)?

Have you decided on a call to action for your NCD Diary (i.e. what would you like your audience to do as a result of listening)?

Have you completed your Audio NCD Diary Planner?

## Execution

Do you have a quiet place where you can record your podcast episode for a sufficient length of time?

Have you set up the recording equipment / software if you are inviting a guest or interviewee to your podcast episode (e.g. an interview over Zoom)?

Do you have enough content for a podcast episode lasting 15-20 minutes?

## Post-recording

Have you edited the audio into a cohesive 15- to 20-minute episode without too much silence?

Are you using sound effects / clips? Have you ensured that they are royalty free?

Have you considered publishing and promotion plans for your audio NCD Diary?