



**girl scouts**  
of nassau county

# Digital Media & Podcasting Event

Podcasting & YouTube Videos

*Sponsored by GCNYM #Strong Community*



**ON AIR**



## GARDEN CITY NEW YORK MEDIA

bringing the community to you

739 Franklin Ave. Garden City, NY 11530

e-Mail: [studio@gcnym.com](mailto:studio@gcnym.com) • Tel.: (516) 373-1515

Operation Days: Monday – Friday • Hours of Operation: 10am - 4pm

- Record the next hit podcast in our custom podcast studio, equipped with mics, and video cameras. Bookings outside of business hours (10:00am-4:00pm M-F) are available upon request.
- The Studio reserves the right to rescind or alter any booking based on staffing concerns and/or information provided by the booking agent.
- Overage Charges: If you exceed your booked podcast rental time, additional charges will apply. Overage time will be billed at the full hourly rate of your original rental. We understand that creativity flows, but it's essential to be mindful of your scheduled time to avoid any unexpected costs.
- The Studio cannot be held responsible for any items or digital media left over 30 days of job completion.
- Payment Agreement: By paying the invoice for your studio rental, you are in agreement with the following terms and policies.

**Cancellation Policy:** The Studio will refund half of a booking fee, so long as The Studio receives at least 5 business days' notice of the cancellation. The Studio shall not refund or return any portion of a booking fee if the cancellation is made with less than 5 business days' notice of the cancellation.



# Welcome

Thank you for your interest in partnering with Garden City New York Media. Garden City New York Media is the official digital marketing media production agency of the Village of Garden City. At our state-of-the-art digital media production studio, we offer a wide variety of productions projects. Our producers and creative directors are experts in the video production industry. We host virtual and in person events.

As our giveback, we've added the #Strong Community program. A program designed to provide an active, creative learning experience where students can interact with production crew members, and their peers and learn the basics of digital media. The studio is giving away 500 hours of studio recording time to schools.

Schools & student organizations are welcome to apply by sending an email to [studio@gcnym.com](mailto:studio@gcnym.com) Subject line: #Strong Community Program.

We hope this presentation will provide you with information to help you prepare for your experience.

Kindest Regards,

*John Paul*

John Paul, Executive Producer  
Garden City New York Media, Inc.



#Strong Community 2024 giveback campaign

A campaign to giveback and build a strong community through open conversation.

*Limited time offer*

# Digital Media & Podcasting Event



# #Strong Community

## 2024 giveback campaign

### GCNYM #Strong Community

*Pays for the following:*

- ✓ Podcast Set Rental
- ✓ Photographer
- ✓ Social Media Specialist
- ✓ Studio Event Package
- ✓ Switchboard Operator
- ✓ Videographer & Editor

### School/ Student Organization

*Pays for the following:*

#### Admissions: \$30 per student\*

A two (2) hour digital media event where children learn the intro to digital media, internet safety, YouTube Channel, and podcasting.

Each child will walk away with an individual photo on the podcast set and troop group photo.

*Additional charges:*

\$25.00 additional photos

\$75.00 per Personalize Video Clip of Behind the Scenes

\$150.00 Own The Video Podcast Episode

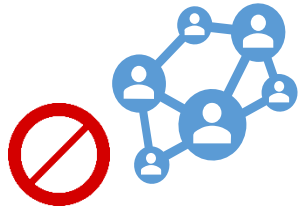
\*20 or more \$25 admission



Our Production Team

# Production Itinerary

-  Premium Program
-  #Strong Community
-  Not-Included



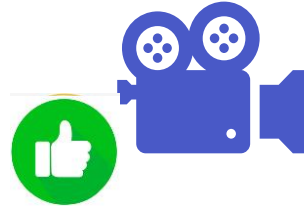
**Producer/ Project Manger**

Develops Storyboard/ Run of the Show Oversees the Production Team



**Production Assistant**

Manages the Show Schedule Assists Production Team Members



**Director of Photography & Editor**

Directs the Camera Crew Oversees the Editing Process



**Drone Operator**

Operates the Drone camera to capture high quality aerial shots



**E-Commerce/ Website**

Create your own modern, professional website with no technical knowledge required.



**Social Media Marketing Specialist**

Reach your target audience



**Writers**

Script what you or Actors say on camera



**Hosts**

Shares Information about your brand



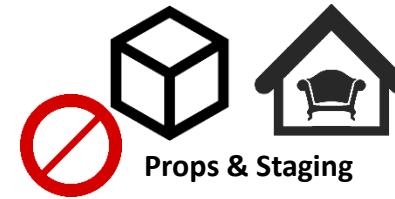
**Actor/ Actress**

Represents you or your brand on camera



**Make-Up Artist**

Makes you look your best



**Props & Staging**

Ensures the set is camera ready



**Photographer**

Captures the moment in time.



**Digital Marketing Strategist**

Develops a strategic plan for your digital media.



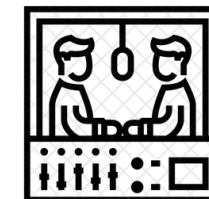
**Audio Engineer**

Makes you sound your best



**Voice-over Artist**

Represents you or your brand



**Podcast Sets**

Digital method to share information.

# SESSION 1: Schedule & Itinerary

**Production Date:** TBA

**Studio Location #:** 739 Franklin Ave, Garden City, NY 11530

## Time      Details

- 12:00 pm – SESSION #1 Guest arrive & Registration
- 12:15 pm – SESSION #1 START Mini Lesson on Podcasting & YouTube Videos
- 12:30 pm – Question & Answer
- 12:45 pm – Record Host\* & Guest Demonstration #1
- 01:00 pm – Record Host\* & Guest Demonstration #2
- 01:15 pm – Record Host\* & Guest Demonstration #3
- 01:30 pm – Record TV Host #1
- 01:45 pm – STOP Recording Session #1 Break, Photos & Selfies
- 02:00 pm – Wrap Up Session #1



**DATE:** TBA

**RECORDING TIME SLOT:** 12:00 PM TO 2:00PM

**SESSION #1: LIST OF PARTICIPANTS**

#	TIME SLOT	(HOST) PARTICIPANT		(GUEST) PARTICIPANT	CONFIRMED CALL TIME?
	12:00 PM				
	12:15 PM				
	12:30 PM				
	12:45 PM				
	01:00 PM				
	01:15 PM				
	01:30 PM				
	01:45 PM				
	02:00 PM				

# Option 1: Podcast Set Script sample

(Host) Hi, my name is \_\_\_\_\_ I am your host. You are watching the Girl's Scout of Nassau County Podcast.

(Host) The topic for today's show is \_\_\_\_\_. We have in studio with us my guest\_\_\_\_\_.

(Host) \_\_\_\_\_(guest) please introduce yourself and tell our audience a little about yourself.

(Guest) Hi my name is \_\_\_\_\_ and I am a member of the Girl Scout of Nassau County I am so happy to be here on set with you \_\_\_\_\_(host name) today.

(Host) We are so glad to have you here with us as well. Let's get started with our show:

- (Host) 1<sup>st</sup> Question: \_\_\_\_\_
- (Guest) 1<sup>st</sup> Question Answer: \_\_\_\_\_
- (Host) 2<sup>nd</sup> Question : \_\_\_\_\_
- (Guest) 2<sup>nd</sup> Question Answer: \_\_\_\_\_
- (Host) 3<sup>rd</sup> Question : \_\_\_\_\_
- (Guest) 3<sup>rd</sup> Question Answer : \_\_\_\_\_

This is our show. \_\_\_\_\_(guest) Thank you for joining us on set today. See you next time on the Girl's Scout of Nassau County Podcast.



# Option 2:

## TV Host Script sample

(Host) Hi, my name is \_\_\_\_\_ with the Girl's Scout of Nassau County. We are here live at the Girl's Scout of Nassau County Podcasting Event in the Garden City Media Studios. Lets take a look behind the scenes.

Can you tell me your name and where you are from?

*My name is .... and I am from, ...*

Can you tell me what was your favorite part about the Podcasting Event?

*My favorite part attending the Podcasting Event, ...*

Can you tell me if you would recommend Girl Scout of Nassau County to your friends and family?

*Yes, I would recommend the Girl Scout of Nassau County to my friends and family because ....,*

To watch the full video visit Girl's Scout of Nassau County on YouTubes. Remember to subscribe to our channel. Thank you for watching and see you next time on the Girl's Scout of Nassau County Podcast.



# What to expect?



## Podcast Recording

Showtime!



## Podcast Editing

Guest invited online to watch the edited episode.



## Podcast Episode Launch

Launch 2-6 weeks\* after recording depending on the episodes currently in production.



\*The episode will be produced and launched on Facebook LIVE. The guest will be invited to watch the LIVE with friends and family. After the Facebook LIVE, the episode will be launched on all major podcast listening platforms.



**V Vincent Muldoon**  
1 review  
★★★★★ 5 days ago **NEW**

SIMPLY THE BEST , professional, fun , beautiful place and the people are lovely , HIGHLY RECOMMEND THEM , well oiled machine. Vinny 🍀🍀🍀🍀

👍 1

**K Kim Jones**  
1 review  
★★★★★ 10 months ago

Fantastic team and platform to talk about great things happening locally!



Relax • Be yourself • Have Fun!