

HISTORY LAB



Appendix A – Collaborator input	Method + time required
Provision of relevant academic research, supporting articles, texts, materials related to theme	email
Initial meeting with producer to discuss the project	in person (or skype) – 1 hr
Consultation with producer on episode outline	in person (or skype) – 2 hrs
Guidance to producer in finding interviewees and archival sources	in person (or skype), email – 1.5 hrs
Attendance at least three in person recording sessions	in person – 3x2hrs each
Meeting or speaking with producer during the scripting process	in person (or skype) – 3 hrs
Participation in two feedback rounds	in person (or skype) – 2 hrs

Appendix B – History Lab episode cost Agreement	
STAFF	Staff cost to Contributor \$11,600
Producer	The producer will work with the Collaborator to make the story ready for the radio and podcast. They bring the research or story to life, by sourcing guests, interviewing people, finding information and recording sounds. They then script the story and take charge of editing tape and assembly.

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Exec Producer	The Executive producer oversees the project, providing guidance across the series, and ensuring the story is told in a compelling way to reach the widest possible audience. They are closely involved in scripting the story and its editing and assembly.
Additional Reporting	These reporters provide assistance with research and finding guests and sounds. They might travel to a location to record, or work back in the studio editing the tape.
Sound Engineer	The sound engineer is responsible for the final mix and overall sound quality of the project
On costs for 2SER staff	Super 9.5%
INTERNAL RESOURCES	All provided by 2SER / ACPH
Host	The host works closely with the producer, Executive producer and collaborating historian to shape the story, provides oversight of script, editing, and records narration.
Legal Services	Basic legal services are done in house. However in some cases, external legal advice will be needed and charged at cost. Legal services are more than fact checking, they include checking for the imputation behind the script, or looking for any defamation, subjudice or codes breaches within the content
Script Editing	This is a final check of the script, that it is as good as it can be, and conveys the story clearly
Marketing	Valued at over \$5,000 plus social media support, 2SER provides an on air package to promote the podcast. Other marketing can be organised – see Extras

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Studio Hire	Valued at over \$5,000, History Lab is made in the 2SER studios, based on Broadway in Ultimo and at Macquarie University, North Ryde. Most narration and interviews will need to be done in our studios.
Actors & voicing	2SER has a large team of volunteers who contribute their voices to our projects. Our volunteer base is diverse so we can always find the voice we need.
Music and sound FX	2SER provides licensing for APRA/AMCOS purposes. Certain conditions have to be met.
Equipment hire	2SER provides all basic equipment as required.
Public Liability Insurance	2SER producers are already covered by a generous insurance policy
Audio Tech Resources	2SER will provide these (incl. batteries, storage, etc) as part of its studio hire
Digital Resources	UTS and 2SER will provide basic digital resources (webhosting, social media, etc.) including through the UTS and History Lab websites, and social media accounts.
PRODUCTION COSTS	Production costs to Collaborator \$100
Transport, Meals, Admission Fees	This standard flat rate covers basic travel to meet with interviewees (including petrol/ground transport) admission fees to events and locations. Extra travel by negotiation.
STANDARD PACKAGE	TOTAL COST TO COLLABORATOR = \$11,700

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Appendix C – Extras if desired / required	Cost to Collaborator
Animation of 3 min episode taster – charged at cost	\$1500
30 second audio promo – charged at cost	\$500
Video – charged at cost	\$500
Social marketing – includes in app advertising and all charged at cost	\$2000
Permissions (copyright, archive access) – by negotiation as required	\$500+
Extra flights or accommodation – by negotiation as required	tbc
Misc Expenses – by negotiation as required	tbc