

Podcast Planner

Podcast Title

Guest: Name & contact details

Episode Title

Concept/idea

Introduction	

Notes/Key points 1	

Notes/Key points 2	

Notes/Key points 3	

Voice It

Episode#

Duration

Publish Date

Sponsor/Ads?

Episode offer?

Episode Checklist

- Plan plan plan**
- Script intro/extro** – Podcast name, title and who you are.
- Script / Key points written**
- Script proofread & sent to interviewee** (if using one)
- Checklist of “do’s and don’t”**
- Introduction to the episode script**
- Notes/Questions/Key/Bullet points for discussion**
- Script** (if using a full script and not bullets as above)
- Episode summary**
- Thanks to guest** (if using one)
- Call to action** eg Give Away, Offer, Go to Website, share, review, subscribe

Production Checklist

- Intro and Extro recorded with royalty free music.**
- Podcast Recorded**
- Podcast edited**
- Intro and Extro added**
- Sponsor/Ad added** (if have one)
- Podcast listen through**
- Social Clips created** (killer quotes)
- Artwork created** (podcast cover and social media)
- Upload to host platform**
- Distribute to preferred podcast platform**
- Schedule or post social media posts**

If you'd like help or support with your podcast or would like some more podcast training visit voiceitpodcastagency.co.uk or email kath@voiceitpr.com

