

Podcast Planner

Fillable with Adobe Acrobat Reader

PUBLISH DATE

PODCAST & EPISODE TITLE

GUEST(S)

EPISODE #

DURATION

CONCEPT

INTRODUCTION

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TOPIC 1

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TOPIC 2

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TOPIC 3

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NOTES

SCRIPT CHECKLIST

- Opening:** Play podcast music soundtrack
- Introduction:** Introduce your hosts and your topics for this show
- Segue:** Transition - Musical or Sound effect
- Topic1:** Talk for 3-4 minutes
- Vocal Segue:** Transition to new topic
- Topic 2:** Talk for 3-4 minutes
- Sponsor / Ad Reads
- Musical Jingle**
- Topic 3:** Talk for 3-4 minutes
- Closing Remarks:** Thank you and talk about the next show
- Closing:** Podcast music track

MILESTONES / CHECKLIST

- Talk / Tagline
- Cover Art Developed
- Recording
- Editing
- Show notes
- Hosting / Distribution
- Social Media / Marketing
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