Worksheet | Podcast Planner

Podcast Episode	Host(s)	Publish Date	
Podcast Title	**Guest(s)**	**Episode #**	**Duration**
Concept			

Introduction
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○
○
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Topic 1
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○
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Topic 2
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○
Topic 3
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○
○
○
○
Notes
○

Script Checklist
○ **Opening**: podcast music track
○ **Introduction**: introduce hosts and what you will talk about on this show
○ **Segue**: musical or a sound effect
○ **Topic 1**: Talk for 3-4 minutes
○ **Vocal Segue**: move to a 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

Milestones/Checklist
○ Cover Art Developed
○ Recording
○ Editing
○ Show notes
○ Hosting/Distribution
○ Social Media /Marketing