



Episode Checklist

for a weekly interview-based show - adjust as necessary for the format/frequency you use.

1. Identify your episode topic - (*steps 1-3 should be done weeks in advance of your publish date.*)
2. Research guests and topic
3. Schedule interviews
4. Prepare for the podcast recording
 - a. Write outline/script
 - b. Questions for guests - make sure to send them a copy
5. Conduct Interview / Record Intro/Outro
6. Edit for mistakes and content
7. Create social media graphics, etc.
 - a. Notify your guest of the publishing date, if applicable
8. Write Show Notes/Episode Summary - include player and transcript if possible.
9. Upload and schedule on the podcast host
10. Promote the episode via social media, email, text community, etc.