

Podcast Episode Planner

PODCAST NAME

DATE

There are many elements that you need to consider when it comes to planning and releasing a podcast episode.

We wanted to share a template for podcasters to use in order to easily keep track of new episodes, keywords associated with the episode (to ensure you don't repeat), titles and descriptions, and other key details.

Use the chart attached throughout the life cycle of your podcast to keep you and your team organized as well as easily find details about past/upcoming episodes when needed.

Episode Number

Release Date

Title

Description

Keywords

Guest(s)

Sponsors (if applicable)

Duration

Links

Blog/Transcription

Shownotes

Live Episode