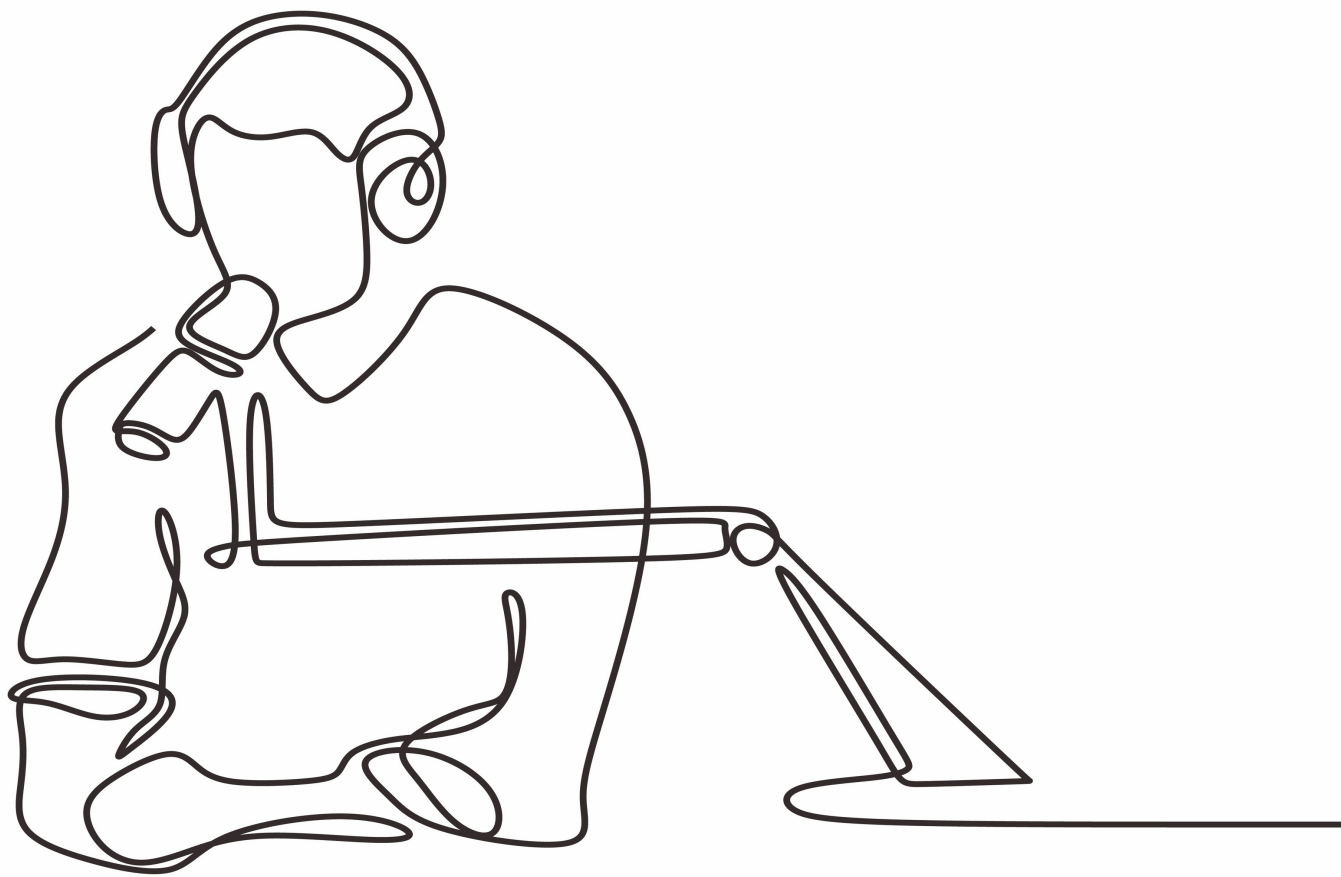
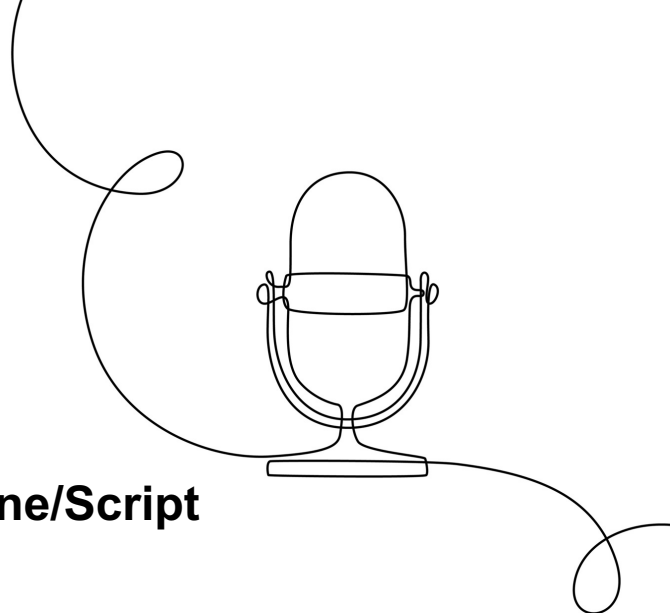


**CONTENT=**  
**ESSENTIAL**

# Podcast Production Toolkit





## Podcast Production Outline/Script

Podcast:

Podcast tagline or catchphrase:

Episode number and title:

Guests:

Sponsors:

Episode topic:

### **Guest Bios:**

- Guest 1:
- Guest 2:
- Guest 3:
- Guest 4:

[INTRO/MUSIC]

[NARRATOR INTRODUCTION]

### **Questions:**

- Guest 1:
- Guest 2:
- Guest 3:
- Guest 4:

[OUTTRO/MUSIC]

Topics for launch 1 – list

-

Topics we haven't worked yet

Reaudit for revalidation –

## Podcast Script

### Podcast Launch Promotion Timeline

**Episode name:** \_\_\_\_\_

**Launch Date:** \_\_\_\_\_

**Episode Outline:** \_\_\_\_\_

**Transcript:**

**Video trailer:**

**Raw Audio file:**

**Final Audio file:**

### **PROMOTION:**

Social Media:

Graphics:

Website:

Media Relations:

Newsletter:

Listserv:

Email :

## Show Notes



### **Podcast Episode Summary:**

[What is this episode about? Who are the guests and what is their expertise?  
What is the goal of this episode?]

### **Related content**

[Previous related podcast episodes, broadcast or print media featuring current guests or on the topic being discussed that informed this episode.]

### **Follow us:**

[Include links where listeners can find you online – including website, social media, and podcast channels]

## Podcast Equipment

### USB Microphone

Recommendation:

[Blue Yeti\\*](#)

One of the bestselling professional microphones for podcasts, YouTube videos, or live streaming.

### Pop Filter

Recommendation:

[Auphonix Pop Filter Screen for Microphones](#)

Helps to eliminate the pops and hisses that distort audio quality.

### Podcast Mixer

Recommendation:

[Rode Rodecaster Pro II Podcast Production Console](#)

Allows professional sound quality for your podcast whether you have one microphone or four.

### Headphones

Recommendation:

[Audio-Technica ATH-M50X](#)

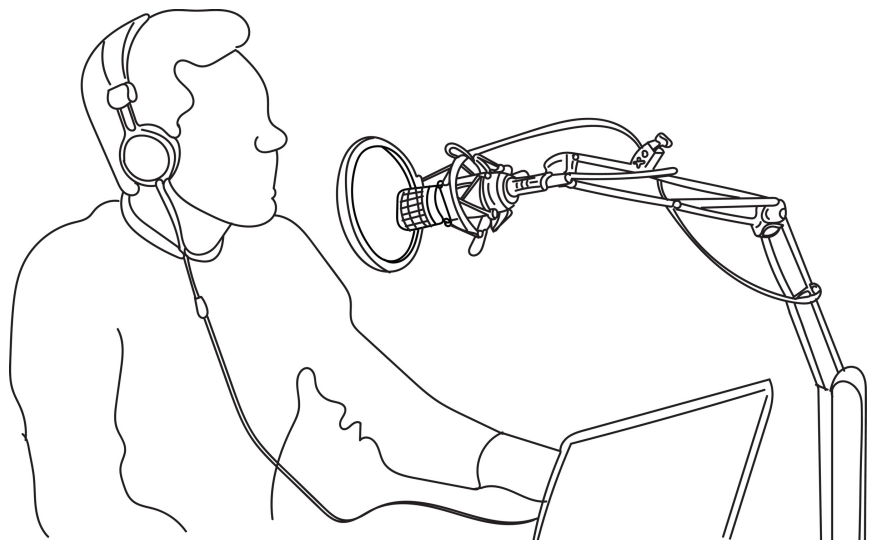
### Podcast Hosting Service

Podcast audio files tend to be very large. Having a podcast hosting company is a good idea to keep your podcast files. Podbean, Simplecast, Libsyb, Blubrry, and Soundcloud are a few of the many services available.

### Podcast Cover Art

Having catchy and engaging cover art will draw a listener's eye to your podcast when they explore platforms like Spotify.

\*This page includes affiliate links.



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