

PODCAST PLAN & FORMATTING



PODCAST: PLAN & FORMATTING

This is a simple guide and planner to help you PLAN and FORMAT your PODCAST. This will focus and define the specifics of your show. The goal is to help you THINK AHEAD and be prepared, before you open the microphone for the first time.

QUOTE: "The preparation is what allows the success to happen naturally" - Jake Arrieta

(a) In one sentence; WHAT WILL YOUR PODCAST BE ABOUT?

(a) _____

(b) Listen to others Podcasts that are similar to yours, minimum of five. This will give you a great perspective on what others are doing similar in your space. Listen for: *formatting, show features, music, style, unique position on subject, how many hosts, guests, cover art, etc.* Taking time to your homework in the beginning will have huge benefits as you plan your Podcast episodes.

(c) Now, why should someone listen to your Podcast? What is unique, special or different about your Podcast? Write down your difference, be specific.

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____



EPISODES PLANNING: GETTING STARTED & GETTING AHEAD

This next section about planning your first ten (10) episodes. The goal is to plan at least four to five weeks ahead your scheduled recording dates. The planning guide below will help you plan the CONCEPT, GUESTS and general NOTES for each of your future Podcasts.

EPISODE 1:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 2:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 3:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 4:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 5:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 6:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 7:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 8:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 9:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

EPISODE 10:

- Concept:

- Guest(s) (if any):

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- Notes for Podcast:

