

# Episode Checklist

Follow these steps to ensure a great episode workflow...



## Prepping for the Show

- Schedule Recording
- Create Recording Link
- Do Your Research
- Update Master Episode Guide
- Write Your Script

## Preparing Your Guests

- Send Calendar Link
- Send Release Form
- Send Link to Script
- Request Marketing Materials
- Send Recording Link

## Before You Hit Record

- Test Mic/Headphones
- Mute Phones & Tablets
- Close Doors & Windows
- Welcome Guest
- Check Equipment Settings
- Silence Computer Notifications
- Tell Everyone You're Recording
- Review Script with Guest
- Check Internet Speed
- Close Extra Computer Programs
- Grab Water (No Ice)
- Tell Guest What to Expect

## During the Recording

- Hit Record Button
- Ask Follow-up Questions
- Listen for Audio Issues
- Watch Episode Length
- Listen to Your Guest

## When You're Done Recording

- Hit Stop Button
- Download & Listen to Files
- Organize Episode Folders & Files

## Edit and Upload

- Use Editing Template
- Copy Break Times
- Add Title, Description, etc.
- Add Files to Timeline
- Export MP3 File
- Schedule Episode for Release
- Edit As Needed
- Upload to Podcast Host Provider