PODCAST EPISODE PLAN

WORKING TITLE

EPISODE NUMBER

RECORDING DATE

RELEASE DATE

Topic

What the episode is about, in a sentence a new listener would understand.

Goal

What listeners should know, think, or do by the end of the episode.

Research

Notes, sources, and links to have open while you record.

About the guest GUEST EPISODES

Full name and title, what they work on now, and why you invited them.

Pre-production call GUEST EPISODES

What to check with the guest before recording: their mic and room, the format, and the questions they should expect.

Questions GUEST EPISODES

More than you need, in the order you plan to ask them.

Talking points

Subjects or stories that should come up, even without a set question.

Notes from the recording

What to remember afterward: moments to use in promotion, ideas for future episodes, people to contact.

Production notes

Instructions for whoever edits the episode: music, sound effects, cuts, and timestamps.

Episode outline

The segments in order, with rough timings.

Made with the free Castos Episode Planner: https://castos.com/tools/podcast-episode-planner/