**HOW TO USE THIS TEMPLATE** 

[Template last updated November 2024](https://pavilion.dinfos.edu/Template/Article/3073510/)

Fill in the bracket areas with the appropriate information. Instructions and tips are provided in gray boxes to help guide you. **Remove any bracket symbols and gray boxes when finished.**

The first page is for planning resources and guest biographies. The second page is a printable one-page planner and guide with concise episode details.

Convert the final version to PDF before distributing. If printing, page one can be skipped if not needed.

Podcast Episode Planner

[Date]

# Resources

|  |  |
| --- | --- |
| FOR SHOW PREP | TO INCLUDE IN SHOW NOTES |
| [Summarize or list all the resources needed.] | * [List all the resources and/or links that will be mentioned in the show, or any resources or links that are relevant to the podcast.] * [List all the resources and/or links that will be mentioned in the show, or any resources or links that are relevant to the podcast.] |

# Guest biographies

|  |  |  |
| --- | --- | --- |
| GUEST(S) | FOR INSTRUCTIONS | FOR SHOW NOTES |
| [Name of Guest 1] | [Write a short biography/blurb to introduce the guest during the show. Continue to add more for each guest, as necessary. Delete those not needed.] | * [Write a longer-form biography about the guest for the show notes. Continue to add more for each guest, as necessary. Delete those not needed.] |
| [Name of Guest 2] | [Write a short biography/blurb to introduce the guest during the show.] | * [Write a longer-form biography about the guest for the show notes.] |

# Episode planner and guide

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME | [Name of podcast/episode.] | | | | |
| EPISODE # | [###] | FORMAT | [Format/style] | LENGTH | [00:00] |
| START PREP | [yyyy-mm-dd] | RECORDING | [yyyy-mm-dd] | PUBLISH | [yyyy-mm-dd] |
| **HOSTS(S)** | [List name, title and rank for each host, if applicable.] | | | | |
| **GUESTS(S)** | [List all guests. Include their title and rank, if appropriate.] | | | | |
| **LOCATION** | [State where you will be recording the podcast.] | | | | |

|  |  |
| --- | --- |
| CONCEPT | [State episode goals.] |
| **NOTES** | [Enter notes here.] |
| **INTRO** | [Summarize the intro according to the style of podcast to be recorded. For example, introduce the guest(s), give brief background and bio, their social media handles and a brief overview of topics to cover or give a brief intro of the story to be told.] |
| **TOPICS** | * [Summarize topic 1.] * [Summarize topic 2.] * [Continue to add more topic summaries as necessary.] |
| **OUTRO** | [Summarize the outro. Wrap up the show and give takeaways.] |