



Podcast Organizer Worksheet

Podcast Title _____

Date to air _____ Total length _____

Software _____

Logistics

Host _____ Co-host _____

Guest 1 _____ Guest 2 _____

Guest 3 _____ Other _____

Show Outline

Introduction	
Segment 1 Topic: Time:	
Segment 2 Topic: Time:	

Show Outline (continued)

<p>Segment 3</p> <p>Topic:</p> <p>Time:</p>	
<p>Closing</p>	
<p>Additional content</p>	