

PODCAST EPISODE PLANNER

Unofficial Title _____

Date _____ M T W T F S S

Braindump

NUWAVE
COMMUNITY MEDIA

Brainstorm

NUWAVE
COMMUNITY MEDIA

Youtube Keyword Searches

- 1. _____
- 2. _____
- 3. _____

PODCAST EPISODE PLANNER

Problems to solve

Education/Entertainment

Keywords/Tags

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

Webpages to Explore / Links to Add

Episode Description

PODCAST EPISODE PLANNER

Official Episode Title _____

Objective/Purpose

Segment 1

Segment 2

Segment 3



PODCAST EPISODE REFERENCE SHEET

The Podcast Content Reference Sheet functions as a comprehensive guide and framework for individuals or teams involved in podcast episode creation. This tool references both pre-production and post-production stages, promoting a structured and organized approach to content creation, with a focus on optimizing discoverability and enhancing audience engagement.

Unofficial Title:

Write a working title for your project. It doesn't have to be perfect at this stage; just something to guide your initial thoughts.

Brain Dump:

Jot down all the ideas, concepts, and thoughts related to your project. This is a free-form space for your creativity to flow without worrying about organization.

Brainstorm:

Organize the ideas from your brain dump. Identify key themes, concepts, or elements that stand out. Consider potential directions for your project.

YouTube Keyword Searches:

Enter relevant keywords on the YouTube search bar to explore related searches and generate other ideas.

Problem to Solve:

Clearly define the problem or challenge your episode aims to address. Understanding the core issue will guide your content creation process.

Entertainment/Education:

Determine whether your content will primarily entertain or educate your audience. This distinction will shape the tone, style, and delivery of your episode.

Keywords/Tags:

Take note of a variety of keywords related to your topic to optimize discoverability and enhance content visibility, ensuring engagement across various digital platforms. Utilize these keywords as tags and incorporate them into your description.

Webpages to Explore/Links to Add:

Identify relevant online resources or examples that could inspire or support your episode. Include links to websites, articles, or videos that you may reference during your research.

Episode Description:

The episode description serves to inform and engage the audience, enhance discoverability through pertinent keywords, offer context, and prompt viewer interaction with your episode.

Official Title:

Develop a definitive title for your episode that precisely communicates its essence and purpose, providing a clear and concise representation of your content. Infuse relevant keywords to optimize discoverability and elevate its visibility.

Objective/Purpose:

Clearly state the objective or purpose of your completed project. What message do you want to convey, and what impact do you aim to make on your audience?

Segment 1, Segment 2, Segment 3:

Divide your episode into three segments, utilize bullet points to emphasize key points in each category, and ensure a seamless flow for a straightforward storyline. Conclude each section with a compelling hook to retain listener engagement for the next part, guaranteeing organized, clear, and engaging content.