

My Podcast PLANNER

Presenter's Name:

Podcast Title:

Goals & objectives

What do I want to talk about?

Are you going to tell us about your favourite books? Pet facts? An interview with an amazing person or is it a story you have made up?

Who is it for?

Think about who your podcast is for. The way you talk to them will be important! Is it for friends, family, or other kids?



Plan your podcast episodes...



Episode Title

What is the main topic of your episode?

What are the 3 main things you will talk about?

Any Special Guests or Sounds?

Checklist!

- Intro**
- Main content**
- Fun fact/joke segment**
- Sign-off**



Episode 1
planning!

Script Starter

SHEET!

Start with your intro...

for example - "Hi, and welcome to Episode 1 of (the name of your podcast!) Today, I am talking about..

Episode 2
planning!

Script Starter

SHEET!



Start with your intro...

for example - "Hi, and welcome to Episode 2 of (the name of your podcast!) Today, I am talking about..



Episode 3
planning!

Script Starter

SHEET!

Start with your intro...

for example - "Hi, and welcome to Episode 3 of (the name of your podcast!) Today, I am talking about..



Interview PLANNING

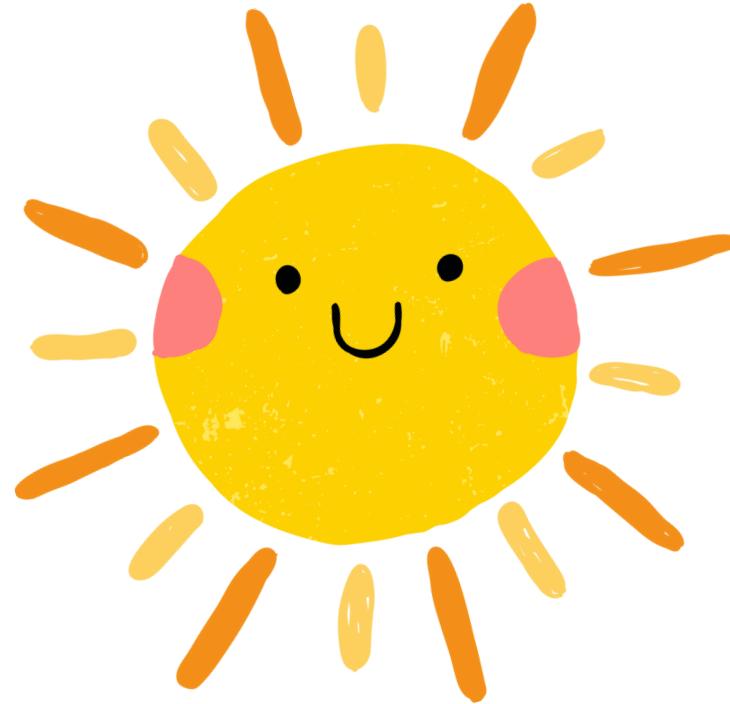


It's important to plan your interviews before recording..

Think about:

- Who will you be talking to?
- What will you ask?
- What do you want to find out about them?
- What would the audience like to know about them?

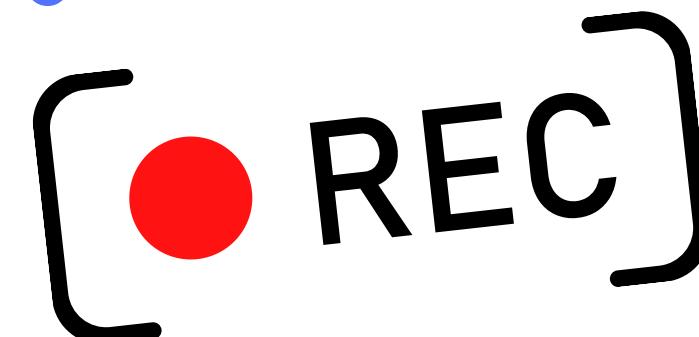
Make as many notes as you can, it will help you feel prepared for the interview!



Recording Checklist

- Find a quiet space
- Check your microphone!
- Practice your intro
- Smile and speak clearly
- Don't forget to press record!
- Check your recording!

Practice
makes
PROGRESS



SHHH!



Some safe, free recording apps include:
Audacity
Garageband
Voice memos



LEVEL UP



Time to create your cover art for your podcast!

Draw your podcast cover - make it really bold and noticeable so people know how to find your podcast quickly!

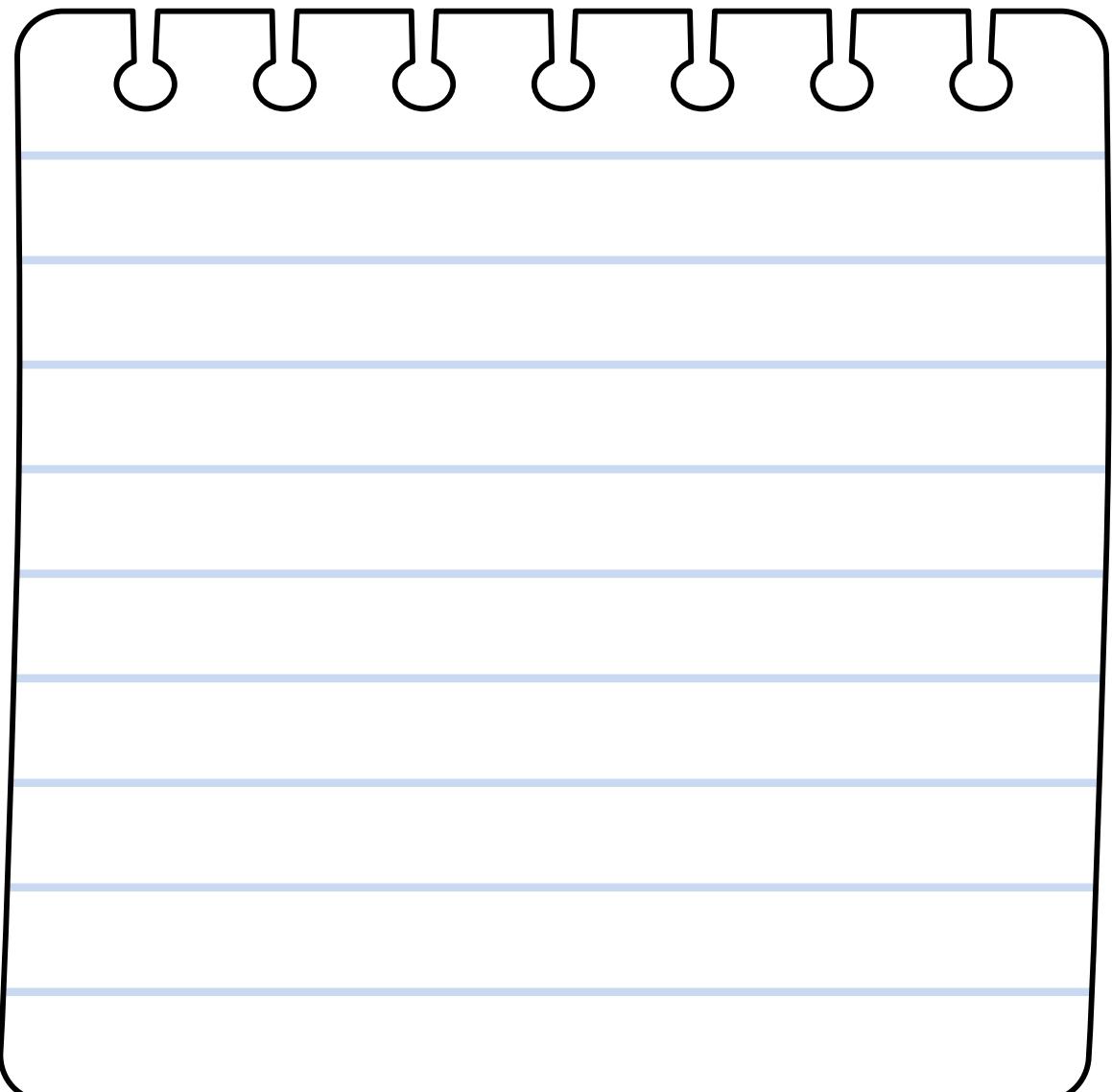
Have a bold title and a space for a tag line - a tag line is a little fun sentence which quickly describes what to expect in your podcast!



Let's **REFLECT**

Let's think about what you have
achieved!

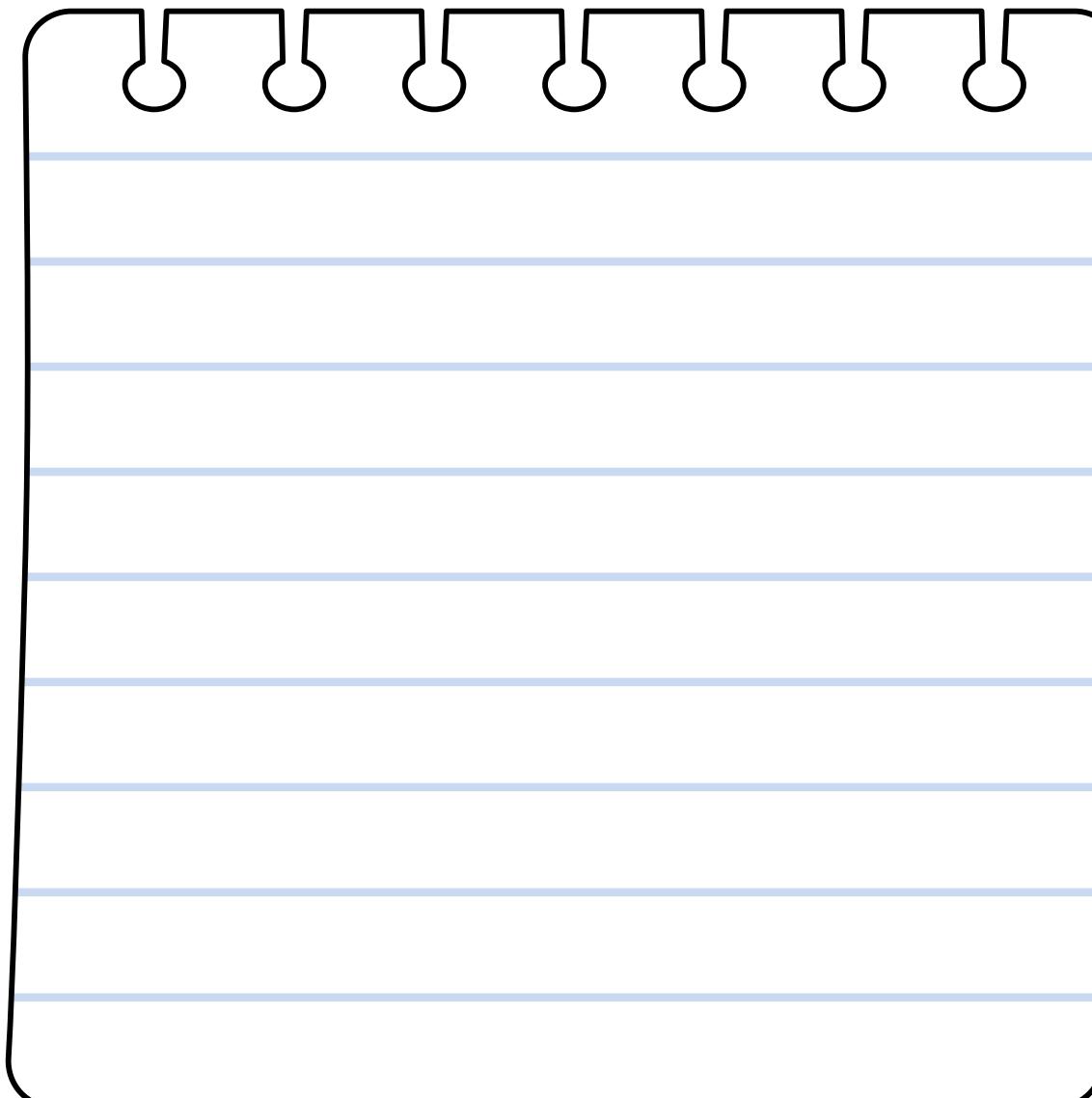
What went well? What did you
really enjoy doing?



反思模板1

该模板包含一个装饰性顶部，由七个黑色圆点和线条组成，下方有九条水平蓝色线条供书写。

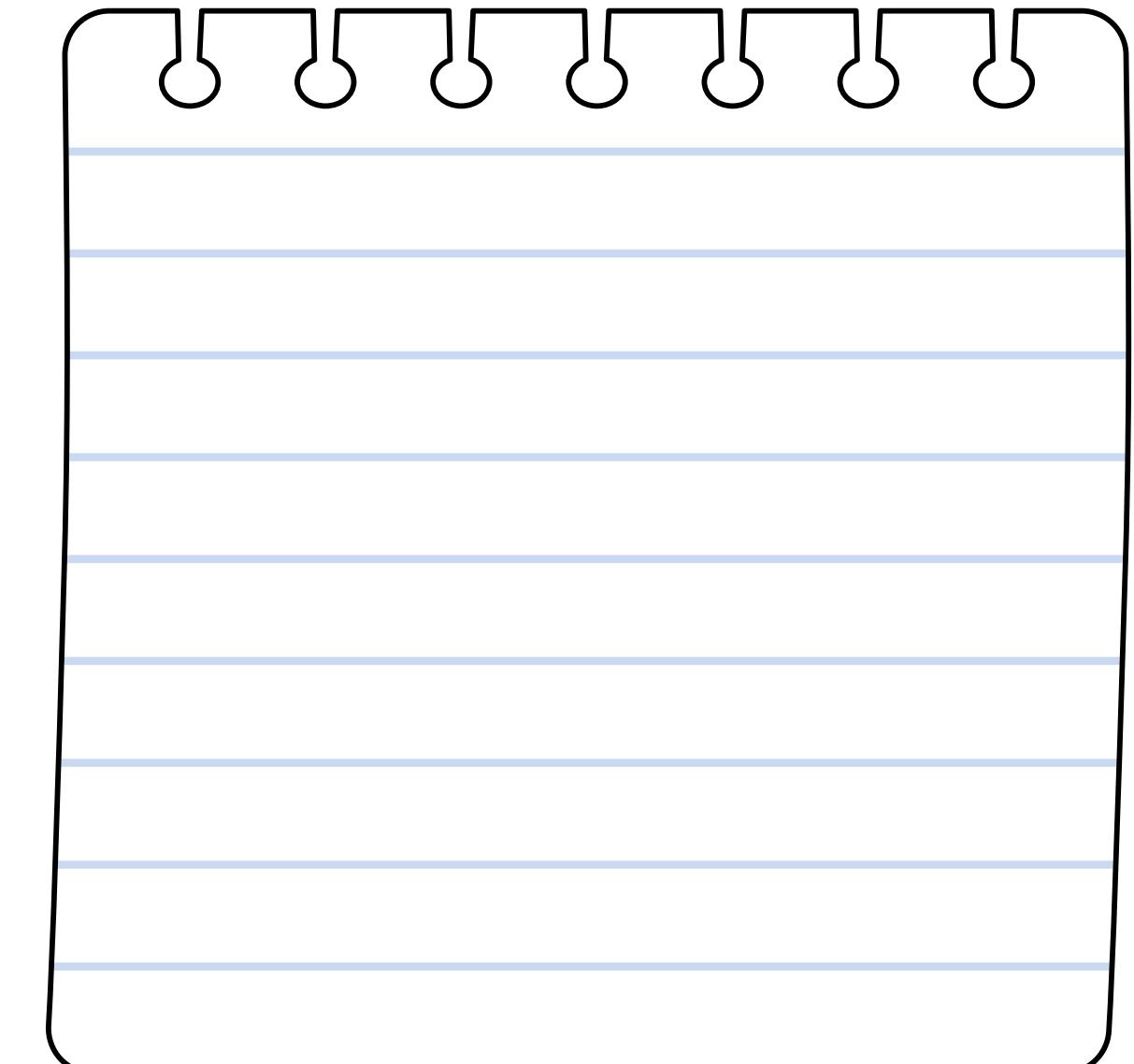
What would you do
differently next time?



反思模板2

该模板包含一个装饰性顶部，由七个黑色圆点和线条组成，下方有九条水平蓝色线条供书写。

What feedback did you get
from your listeners?



反思模板3

该模板包含一个装饰性顶部，由七个黑色圆点和线条组成，下方有九条水平蓝色线条供书写。