

PODCAST SCHEDULE TEMPLATE

Here is a basic schedule to get you started on the planning of a podcast season or limited-run series. We encourage you to expand and modify this template to fit your specific project scheduling needs. You may opt to make a schedule for each episode. Use the [Podcast Project Checklist](#) as a reference as you schedule each stage of your podcast project.

PODCAST NAME	PROJECT TIMELINE	
TASK ITEM	WORK TIMELINE	DUE DATE
Pre-Production		
Choose your podcasting style		
Create financial budget and podcast schedule		
Reach out to potential guests x 10		
Purchase equipment and software		
Production		
Choose podcast theme music		
Record podcast intro		
Produce podcast trailer		
Interview recording per episode x 10		
Host recording per episode x 10		

TASK ITEM	WORK TIMELINE	DUE DATE
Post-Production		
Edit episode x 10		
Review and revise episode edit x 10		
Episode show notes x 10		
Export and upload episode materials x 10		
Transcribe episode audio x 10		
Review budget and schedule		
Publication & Marketing		
Podcast artwork design		
Acquire hosting platform/set up RSS feed		
Publish podcast trailer		
Publish episode x 10		