

EPISODE PLANNING WORKSHEET

Use this template to plan the story, structure, and audio needed to bring each podcast episode to life. Make use of the text boxes provided or expand on each question in your podcast journal. Modify or add questions to fit your specific needs.

What is your topic? What is the story you want to tell?

What are the questions driving your story?

Pick one key question from those above to drive your story, then respond to the following prompts about that version of the story.

What is the overall tone or mood?

What is the structure? How will the series begin and end?

Is there a host or narrator other than you? What is their role?

Will you be interviewing anyone? Who? Where? How often will interviews appear in the series?

Describe the tape you will need (e.g. voices, sounds effects, music, etc.).

What equipment/resources will you need (e.g. microphone, recording space, recording device, headphones, computer, editing software, hosting service, etc.)? Do you have access to these resources?

You've now determined a story, a driving question, and a sense of the tape and resources you need. Before moving into episode production, be sure to schedule episode tasks and update your podcast budget as needed.