

## 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	
<i>Sample Podcast</i>		Season 1: August 20XX – 20XX	
TASK ITEM		WORK TIMELINE	DUE DATE
<b>Pre-Production</b>			
Choose your podcasting style		Month 1, Week 1	August 8th
Create financial budget and podcast schedule		Month 1, Week 2	August 15th
Reach out to potential guests x 10		Monthly, Week 2 (August – May, 2 months ahead of release)	Monthly
Purchase equipment and software		Month 1, Week 3	August 22nd
<b>Production</b>			
Choose podcast theme music		Month 1, Week 3	August 22nd
Record podcast intro		Month 2, Week 1	Sept 5th
Produce podcast trailer		Month 2, Week 2-3	Sept 19th
Interview recording per episode x 10		Monthly, Week 4 (Aug– May, avg 5 weeks ahead of release)	Monthly
Host recording per episode x 10		Monthly, Week 1 (Sept – June, month ahead)	Monthly

TASK ITEM	WORK TIMELINE	DUE DATE
<b>Post-Production</b>		
Edit episode x 10	Monthly, Week 2-3 (Sept – July, 3 weeks ahead)	Monthly
Review and revise episode edit x 10	Monthly, Week 3 (Sept – July, 2 weeks ahead)	Monthly
Episode show notes x 10	Monthly, Week 4 (Sept – June, 1 week ahead)	Monthly
Export and upload episode materials x 10	Monthly, Week 4 (see above)	Monthly
Transcribe episode audio x 10	Monthly, Week 4 (see above)	Monthly
Review budget and schedule	Annually (based on length of project)	Annually
<b>Publication &amp; Marketing</b>		
Podcast artwork design	Month 1, Week 1-3	August 22nd
Acquire hosting platform/set up RSS feed	Month 1-2, Week 4 – Week 1-2	Sept 19th
Publish podcast trailer	Month 2, Week 4	Sept 27 <sup>th</sup>
Publish episode x 10	Monthly, Week 1 (Weds, Oct – Jul)	Monthly