

Podcast Planning Sheet

Host

Podcast Series Name

(e.g., *Tell Me A Story*)

Tag Lines

Create three slogans you can use to identify the podcast series during the episode; consider the use of alliteration, rhyming words, and humor

(e.g., *News You Can Use*)

Episode Name

(e.g., *The Explosive Career of Antoine Lavoisier*)

Episode Focus

(e.g., *A deeper look at the father of modern chemistry*)

Teaser

Include the name of the host, a tag line, and an introduction to the upcoming segments

Segments

Provide an introduction to each segment, including the title and subject of each segment

Conclusion

Summarize the material presented in the current episode and provide a brief teaser for the next

Bumper Music

Identify the music to be used in the intro, conclusion, and between segments

Lead in: _____

Between segments:

Lead out: _____

