

Podcast Tracking Sheet

Podcast Name: _____ pre interview: _____

Guest Name: _____ Invite sent: _____

Guest email: _____ rec date: _____

Main Bio Points (city, basics of story):

Main focus for interview:

Call to Action (CTA)/Show notes - links etc.

Take note:

- Guests' tech - can you hear/see them ok?
- Can they carry a conversation?
- Have they been interviewed on a podcast before?
- Questions they may have?
- Invite guests to listen to an episode to get the feel of your show - suggest an episode!

Tracking:

___ enter into guest tracker ___ create social assets ___ mix audio ___ create video still
___ create YouTube Interview (full version) ___ send thank you email with assets and links
___ promote on socials

RELEASE DATES: _____ Audio _____ YouTube Static _____ YouTube Full