speakermarketingsuccess

Manage a Podcast

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Decide on guest → Check availability of guest → Book Studio → Research guest → Book videographer

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Write |interview Q's → Send guest 1 paper - bio etc. → Confirm guest's details Skype → Send reminder to guest - 1 day prior → Arrive at studio & review podcast

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Brief videographer on filming podcast → Record podcast → Take BTS photos for social media → Receive draft interview file → Review & note edits

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Record intro & outro → Forward to Sofia to transcribe podcast → Write show notes → Send thank you to guests → Upload high res image of guest in Google Drive

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Request cover art for podcast → Wait → Review cover art options & select best option → Create a resize of all socials → Upload Show Notes & image website

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Conduct final check of all links → Review final audio

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Approved? — Yes → Transcribe audio on Trint & insert show notes → Publish!

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Post to Social → Send thumbnail images to guest

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Podcast Published

Publish Instructions	
Website	Episode Notes & Graphic
LinkedIn	Show Notes, Graphic & Soundcloud link
Facebook	
YouTube	Publish from **repurpose.io** - Show Notes & Thumbnail
Instagram	Graphic, Show Notes & LinkTree link