

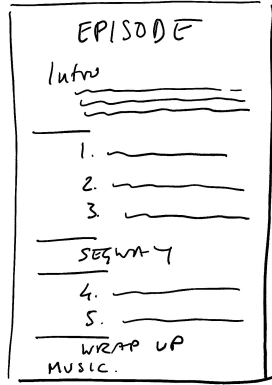


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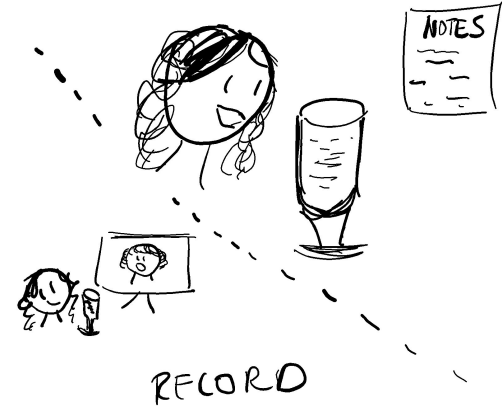
EPIISODE WORKFLOW

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1. PREPARATION



2. CONTENT CREATION

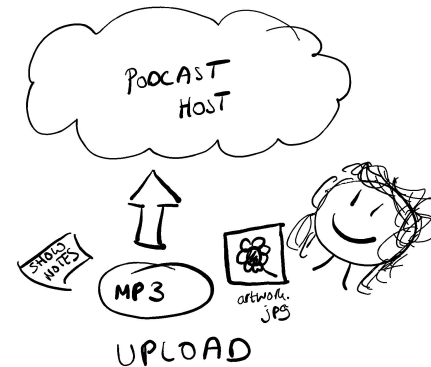


3. FILE CREATION






EDIT + BUILD

4. CONSOLIDATION






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1. PREPARATION

-  **Decide on topic**
-  **Arrange recording (with co-host, with guest)**
-  **Create outline / script**




2. CONTENT CREATION

-  **Record the audio**
-  **Cut / adjust the recording(s)**
-  **Select music/special effects**

3. FILE CREATION

- ⇒ **Build your episode (put together all the different parts)**
- ⇒ **Improve the quality of audio**
- ⇒ **Export to MP3**

4. CONSOLIDATION

-  **Create episode artwork (optional)**
-  **Create show notes or transcript**
-  **Upload to media host for distribution and embed code**

PREPARATION

- ✎ **Decide on topic**
- ✎ **Arrange recording (with co-host, with guest)**
- ✎ **Create outline / script
(this can be used later for your show notes)**

PREPARATION

Resources to schedule

Calendly / OnceHub – share a link to your calendar for guests to book their slot.

Doodle – when you need to organise a recording with a group

CONTENT CREATION



Record the audio



Cut / adjust the recording(s)



Select music/special effects

CONTENT CREATION

Resources for recording

Solo recording software:	Audacity / Garageband (Mac native)
+1 voice recording:	Riverside.fm Zoom (set split tracks) Zencastr
Basic USB Microphone:	Blue YETI

CONTENT CREATION

Resources - editing

Software: Audacity / Garageband (Mac native)
Descript

Music: NeoSounds
Uppbeat

or search online for “royalty free music”

FILE CREATION (MP3)

- ⇒ **Build your episode (put together all the different parts)**
- ⇒ **Improve the quality of audio**
- ⇒ **Export to MP3**

FILE CREATION (MP3) Resources

Software for building:

Audacity / Garageband (Mac native)
Descript
Anchor (if hosting with them)

Improving quality:

Auphonic
Buzzsprout (if hosting with them)

If you're creating the files yourself, check out your media host's Help Section for specs.

CONSOLIDATION



Create episode artwork (optional)



Create show notes or transcript



Upload to media host for distribution and embed code

CONSOLIDATION Resources - hosting & distribution

Media hosts: Libsyn / Blubrry
Buzzsprout
Spreaker
Anchor

Extra accounts: Apple Podcasts Connect

CONSOLIDATION Resources - extras

Episode artwork: Canva

Transcripts: Descript
Otter.io
Buzzsprout (if hosting with them)



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Need help getting started?
Head over to

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