ANNEMARIE'S PODCAST WORKFLOW CHECKLIST

I was asked: "Do you record a session in one shot or do you edit your recorded session later?"

Over the years (and more podcast interviews than I can recall) I've developed a workflow that has streamlined the various steps needed to produce our podcasts. Here are the steps I follow:

Task	Steps	Tools Used
Source Guest	Follow specific hashtags relevant to topics of interest to my audience. Conduct a brief audit of potential guest's digital footprint to ensure guest aligns with our ideal guest values and requirements	Twitter Linkedin Instagram
Arrange Guest	Send guest invitation email with Guest Profile, Sound Tips Checklist and link to online calendar	Standard Emails Guest Profile Sound Tips Checklist Calendly
Create Guest Folder	Setup guest folder and file completed Guest Profile, Image and any other documentation relevant to the show/guest in the folder.	Dropbox
Prepare Show Notes	Use standard Show Note template to prepare the outline of the show, my introduction and the information to be discussed during the interview.	Show Notes Template
Record Show	Record show with guest.	Skype Audacity Call Recorder [Mac] Pamela [PC] Zoom (currently)
Edit & Tag Audio	Mix in music intro and music outro; delete ums/ahs as required; remove background noise, save as mp3 file. Add ID3 tags and save audio.	Audacity iTunes
Create Show Graphics	Select show quotes and create quote graphics. Create show header graphics.	Canva.com
Schedule Show	Schedule show using standard Show Notes layout; upload audio and save.	Wordpress PowerPress | Blubrry
Schedule Social Media Posts	Upload graphics and schedule social media posts across various social media channels.	Hootsuite SmarterQueue (currently)
Publish and Promote	Show is pubished on specified dates. Add post to specific social media accounts.	Facebook Page Linkedin | Twitter