



UMBREX

PODCAST CHECKLIST

<input type="checkbox"/>	Define your objectives
<input type="checkbox"/>	Identify your target audience
<input type="checkbox"/>	Create a podcast strategy
<input type="checkbox"/>	Name your podcast
<input type="checkbox"/>	Choose your podcast format & length
<input type="checkbox"/>	Get your recording equipment in order
<input type="checkbox"/>	Set an episode schedule & prepare for recording
<input type="checkbox"/>	Choose editing software
<input type="checkbox"/>	Set up your intro & outro
<input type="checkbox"/>	Create artwork & graphics
<input type="checkbox"/>	Decide on your syndication service
<input type="checkbox"/>	Set up a method for tracking episodes
<input type="checkbox"/>	Reach out to potential guests
<input type="checkbox"/>	Write a description of each episode
<input type="checkbox"/>	Promote your podcast

umbrex.com/resources/podcast-checklist