



Podcast Episode Publishing Checklist

Use this checklist to guide you through the steps to publishing your first podcast episode.

- Record your episode*
- Edit your episode*
- Convert your episode audio file into mp3 format using iTunes*
- Tag your audio file with ID3 tags*
- Prepare your episode art and quote art*
- Write your show notes*
- Upload and publish your audio file to your podcast host*
- Publish show notes to your website*
- Notify your guest that episode has gone live (if applicable)*
- Prepare and send newsletter to your tribe*
- Promote episode across social media*