



Podcast Title:	Episode #	Description of episode:	
Episode Title:			
Subtitle:		Apple Summary (optional):	
Secondary Category (optional):			
Guests:			
<input type="checkbox"/> Podcast studio scheduled with Martin Gallagher <a href="mailto:gallagherm@fit.edu">gallagherm@fit.edu</a> Date and time scheduled:		<input type="checkbox"/> Guests have been scheduled to meet?	
<input type="checkbox"/> Episode Graphic 1400 X 1400 image created (optional. You can also use main podcast graphic instead)? Location of File:		<input type="checkbox"/> Research on topic is complete?	
<input type="checkbox"/> Opening music track selected? Location of file:		<input type="checkbox"/> Scriptable parts scripted (Intro, outro, guest information, etc)? Location of script:	
<input type="checkbox"/> Closing music track selected? Location of file:		<input type="checkbox"/> Sound effects have been selected? Location of sound effects:	
<input type="checkbox"/> Audio file has been edited to a single track (stereo or mono).		<input type="checkbox"/> Episode has been uploaded to host.	
<input type="checkbox"/> File has been exported as an mp3, in standard quality (170-210 kbps, stereo or mono)		<input type="checkbox"/> Podcast show has been listed for distribution on the appropriate platform(s). This should only need to happen once.	