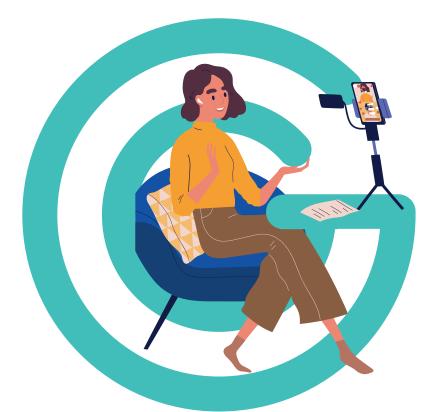
# Simple Podcasting Secrets

Learn to Podcast Like the Pros



# Podcast Creation Checklist



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Use this checklist as you create your podcast to keep you on track through each stage.

1. Decide on a Topic		
Brainstorm your passions		
Research the needs of your market	$\bigcirc$	
Look at directories for ideas		
Research trends in your niche		
2. Set up Your Podcast Website		
Decide where you'll host your podcast files		
Decide on a name and description for your podcast series		
Set up a new website and domain name, or use a dedicated category on your existing one		



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3. Plan Your Podcast	
Set a podcasting schedule	
Decide on a format	$\bigcirc$
Decide on a length	$\bigcirc$
Brainstorm episode ideas	0
Decide on a naming format for files	$\bigcirc$
Find audio clips for intro music or other extras	$\bigcirc$
Create artwork for 'cover' (1400 x 1400)	$\bigcirc$
4. Set Up Your Tech	•
Assess your needs for gear	
Get a microphone and pop filter	
Get a boom stand, if needed	
Get recording software	
Get separate editing software, if needed	$\bigcirc$



5. Record Your Podcast		
Create your script or list of questions		
Do a test run	$\bigcirc$	
Do another test run. Repeat as needed	$\bigcirc$	
Record your podcast	$\bigcirc$	
6. Edit and Produce Your Podcast		
Edit the recording as needed (including intro and outro)		
Produce as mp3	$\bigcirc$	
Add your ID3 tags and cover art (can use ID3 Tag Editor)	$\bigcirc$	
Upload to hosting account or other location (Libsyn or Blubrry recommended)	$\bigcirc$	
If using WordPress, make sure you have a podcast category on your site	$\bigcirc$	
Create a new WordPress post in your podcast category and insert link to your mp3		
Use Feedburner or PowerPress to create an RSS feed for your podcast, complete with iTunes recommended tags		



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6. Edit and Produce Your Podcast	
Create a marketing plan	$\bigcirc$
Set up a system for listener feedback	$\bigcirc$
List your podcast on iTunes by submitting your RSS feed	
Wait to get approval from iTunes	
List your podcast on other directories like Blackberry and Zune by submitting your RSS feed	
Let everyone know about it through social media, articles, etc.	



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