

Podcast Episode Briefing Sheet:

Who / What:

Guest Name:

Business Name:

Title:

Bio:

Intro/Cold Open/Lead In:

Questions (Denotes Guest Submitted):*

When / Where.

Interview Date:

Air Date:

Episode #:

Episode Title:

Explicit: Y / N:

Recording Link / In-Person Place:

Quotes for Social / Artwork:

Notes For Audio Engineer:

Why?

Show Notes: