

Pre-Interview

Recording Date:

Air Date:

Episode #:

Episode Title:

Guest Name(s):

Guest Title(s):

Guest Bio(s):

Post-Interview

Recording Notes:

Episode Theme(s):

Show Notes:

PRO-TIPS: Don't start your Show Notes with "Today we talk," "In today's episode," "Host name dives," or anything like that - a lot of times the notes are truncated and that space is valuable, make sure you have a compelling title / description that complements. Put yourself in the mind of your listener, what would they be searching for to find your episode? End your show notes with calls to action for your listener - visit our website for more information, subscribe, share, follow us on social media, etc...