



PODCAST LAUNCH CHECKLIST

A GUIDE FOR SPIRITUALLY ALIGNED
ENTREPRENEURS TO LAUNCH THEIR FIRST PODCAST

<https://kpcreativemedia.com>
*A Podcast Production Agency for
Spiritually Aligned Entrepreneurs.*



Podcast Launch Checklist

Start Now!

- Know what you want to talk about - brainstorm 10 ideas.
- Research podcast names to see if taken.
- Show structure - interview, solo, co-host
- Think about the frequency of episodes. How long and how often?
- Write podcast show description - think about who you are talking to - this will help!
- Create cover art and social graphic templates
- Show notes structure - collect those links to add to each episode show notes.

Prep and Set Up - About 6 weeks before launch.

- Microphone - I recommend the Audio Technica ATR2100x
- Headphones - any will work - even airpods
- Recording software: PC, try Audacity. MAC, try Garageband. Both options are Free.
- Find your intro and outro music. I like to use audiojungle.com
- Find a host account - I love Captivate but Buzzsprout and Libsyn are great options too.*
- What category is your show in?
- Add a link to the podcast to your website.

Record and Submit - About 4 weeks before launch.

- Write and record trailer - 5 min max!
- Upload to host to create RSS feed.
- Submission to Platforms -Apple, Google, Spotify
- Record Intro - about 30 second to 2 minutes
- Record Outro - about 15 seconds to 1 minute. Thank listeners. Ask to subscribe
- Mix together intro with music. Outro with music
- Record episode one, two and three

Advertise and Publish - start NOW!

- Advertise your launch on your socials
- Add a blurb about upcoming launch to newsletter.
- Create social graphics for each episode to share.
- Schedule and release your first three episodes.
- Share with Everyone

Congratulations on starting your podcast! If you are looking for additional support, I invite you to join our [Facebook group: Creative Podcasting for Womxn Entrepreneurs](#).

Ask questions, find guests, get support. I look forward to hearing your podcast!



<https://kpcreativemedia.com>
*A Podcast Production Agency for
Spiritually Aligned Entrepreneurs.*

*Please note, these are affiliate links.



READY *to* LAUNCH?

LET US KNOW WHEN YOU LAUNCH, WE'D LOVE TO LISTEN. WE ARE PODCAST ADDICTS!

NEED SUPPORT?

JOIN OUR FACEBOOK GROUP AT
[FACEBOOK.COM/GROUPS/CREATIVEPODCASTING](https://www.facebook.com/groups/creativepodcasting)

WANT TO WORK WITH US?

CHECK OUT OUR LAUNCH AND MANAGEMENT
PACKAGES AT
[KPCREATIVEMEDIA.COM/SERVICES](https://kpcreativemedia.com/services)

<https://kpcreativemedia.com>
*A Podcast Production Agency for
Spiritually Aligned Entrepreneurs.*

