

EPISODE PLANNING SHEET

Plan one episode with clarity — topic, structure, talking points, and your call to action — before you step in front of a mic.

The best studio sessions start with a clear plan. Use this sheet to lock in your episode topic, map your talking points, and arrive ready to record — not ready to figure it out. **One episode, fully forged.**

01 EPISODE BASICS

WORKING TITLE _____

HOST NAME _____

GUEST NAME (IF APPLICABLE) _____

EPISODE FORMAT

☐ Solo / Monologue

☐ Interview / Guest

☐ Co-Host

☐ Panel / Multiple Guests

CONTENT TYPE

☐ Expertise

☐ Education / How-To

☐ Perspective / Opinion

☐ Story / Case Study

ONE KEY TAKEAWAY FOR THE LISTENER _____

02 OPENING HOOK — EARN THE FIRST 60 SECONDS

OPENING STATEMENT OR QUESTION THAT PULLS THE LISTENER IN

03 TALKING POINTS — THE CORE OF YOUR EPISODE

1 _____

2 _____

3 _____

4 _____

5 _____

04 CLOSE & CALL TO ACTION

KEY TAKEAWAY / CLOSING THOUGHT

CALL TO ACTION — WHAT DO YOU WANT LISTENERS TO DO?

05 PRE-SESSION CHECKLIST

☐ This planning sheet completed

☐ Studio Prep Form submitted

☐ Add-ons selected for this session

☐ Guest confirmed + briefed on topic

☐ Intro / outro language drafted

☐ Wardrobe / on-camera branding ready

NOTES EPISODE NOTES & ADDITIONAL IDEAS