

**Useful Podcasting Checklists To Get You Started**  
From [JM Podcasting Services](#)

<b>Picking Your Show Name</b>	<b>Registration on Apple Podcasts Connect</b>
<ol style="list-style-type: none"> <li>1. Write a list of five choices</li> <li>2. Ask friends and family to rate them</li> <li>3. Ask friends and family to describe the show from the name. Does it make sense from the name?</li> <li>4. If the above responses don't make sense go back to #1</li> <li>5. Check the "working title" in Apple Podcasts and on Google</li> <li>6. Purchase a URL that matches your show name immediately</li> <li>7. Start recording</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick your show name</li> <li>2. Search for it on Apple Podcasts</li> <li>3. Search for the URL: .com, .com.au, .net, .info etc</li> <li>4. Create/purchase artwork</li> <li>5. Record Trailer</li> <li>6. Select Host and publish trailer/bonus episode</li> <li>7. Use or obtain Apple id</li> <li>8. Submit to <a href="#">Podcasts Connect</a></li> <li>9. Wait for Podcasts Connect to verify your show</li> <li>10. <a href="#">Let me know when you are live so I can publicise it</a></li> </ol>
<b>Monolog Episode Workflow</b>	<b>Interview Episode Workflow</b>
<ol style="list-style-type: none"> <li>1. Decide on the Topic</li> <li>2. Gather information</li> <li>3. Write Script</li> <li>4. Leave Script for ten minutes or so</li> <li>5. Re-read script</li> <li>6. Record Audio in.wav</li> <li>7. Transfer Audio file to Audio Editor (Garageband/Hindenburg)</li> <li>8. Edit audio</li> <li>9. Export Audio to file manager</li> <li>10. Upload audio file to Auphonic (.wav)</li> <li>11. Process through Auphonic</li> <li>12. Download (.mp3)</li> <li>13. Upload to host (Libsyn, Soundcloud)</li> <li>14. Complete relevant sections on Host</li> <li>15. Schedule release time/publish immediately</li> <li>16. Wait for episode to appear on your podcatcher feed</li> <li>17. Celebrate with a caffeine based beverage</li> <li>18. Start thinking about the next episode</li> </ol>	<ol style="list-style-type: none"> <li>1. Decide on the Topic</li> <li>2. Gather information/guests</li> <li>3. Conduct Interview record in .wav</li> <li>4. Add additional audio as required in .wav</li> <li>5. Transfer Audio file/s to Audio Editor (Garageband/Hindenburg)</li> <li>6. Edit audio</li> <li>7. Export Audio to file manager</li> <li>8. Upload audio file to Auphonic (.wav)</li> <li>9. Process through Auphonic</li> <li>10. Download (.mp3)</li> <li>11. Write the show notes</li> <li>12. Upload to host (Libsyn, Soundcloud)</li> <li>13. Complete relevant sections on Host</li> <li>14. Schedule release time/publish immediately</li> <li>15. Wait for episode to appear on your podcatcher feed</li> <li>16. Celebrate with a caffeine based beverage</li> <li>17. Start thinking about the next episode</li> </ol>