

# StreamTODAY Studios

## Weekly Podcast Episode Bible Template

### EPISODE DETAILS

Episode Number:

Episode Title (Working/Final):

Recording Date:

Release Date:

Series Theme:

Podcast Host(s):

Guest(s):

### EPISODE PURPOSE & KEY MESSAGING

Main Topic:

Core Message/Takeaway:

Target Audience Segment:

Why this matters now:

### OUTLINE / RUNNING ORDER

Segment	Topic	Time Estimate	Notes
Intro	Hook, show name, guest welcome	1-2 mins	Include brief CTA tease
Segment 1	Primary discussion	8-10 mins	Core talking points
Mid-Episode CTA	Ask for subscribe/follow/review	30-45 secs	Encourage listeners to follow and leave a review.
Segment 2	Guest insights / deeper topic	6-8 mins	Optional second angle
Segment 3	Q&A / Data Drop / Expert Advice	4-5 mins	Optional value-add
Outro	Recap, CTA, next ep teaser	1-2 mins	Promote your service/offer

### REPURPOSING STRATEGY

Pull Quotes for Social:

Short Video Clips (Timecodes):

SEO Keywords:

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Blog/Show Notes Highlights:

Episode Title Variations:

### **PROMOTION CHECKLIST**

- Audiogram or teaser clip created
- Social posts scheduled
- Newsletter mention
- Blog post or show notes updated
- Guest assets delivered (if relevant)

### **TECHNICAL NOTES**

Mic Setup / Recording Format:

Guest Recording Link:

Live-stream Platforms (if used):

Studio Notes (lighting, camera angles):

Engineer/Producer Notes: