Production Checklist	De Alejandro | Texas Teachers	20261120.12

Preproduction

- ☐ Start conceiving episode
- ☐ Make interviewee/guest list
- ☐ Assign research and other tasks with due
- ☐ due dates (if working with cohosts/team)
- ☐ Research topic and/or guest(s), which includes reading/viewing/listening to the guest's books/films/music as needed
- ☐ Draft script or outline
- ☐ edit script or outline
- ☐ Book interviews/guests
- ☐ Pull clips to play during interview, if any
- ☐ Send interview releases and permission requests for music and/or other clips as needed
- ☐ Prepare interview questions

Production

- ☐ Record intervie(s)
- ☐ Collect sound (see chapter 9)
- ☐ Fact-check
- ☐ Revise and finalize script or outline
- ☐ Record your script or outline
- ☐ Audio editing
- ☐ Mixing

Postproduction

- ☐ Insert ads, if any
- ☐ Transcriptino (more on this, and why matters, in chapter 14
- ☐ Write show notes
- ☐ Prepublication promotion

Publication

- ☐ Publish episode
- ☐ On-publication and post publication promotion
- ☐ Thank you to interviewees/guests (with a link so they can listen and share!)
- ☐ Podcast production postmortems and metric checks (chapter 16)