

EPISODE #: Ep. _____ TITLE: _____ RELEASE DATE: ____ / ____ / 2026

Guest Name: _____ Guest Title & Company: _____ Target Length: ____ Minutes

PRE-FLIGHT AUDIO & VIDEO RECORDING CHECKLIST:

☐ Microphone gain levels calibrated & pop filter set

☐ Guest release & recording consent confirmed

☐ Local WAV backup recording active

☐ Background noise & AC fans eliminated

☐ Sponsor mid-roll reads & coupon codes ready

☐ Show cover artwork & thumbnail designed

TIMECODE	SEGMENT NAME	TALKING POINTS, QUESTIONS & BULLET SCRIPT	AUDIO / SFX CUE
00:00 - 02:00	1. Hook & Cold Open	Exciting soundbite clip from guest + episode premise teaser.	Intro Theme Music
02:00 - 04:30	2. Show Intro & Guest Bio	Introduce guest background, accolades & core conversation theme.	Fade music out
04:30 - 15:00	3. Topic Deep Dive: Part I	Origin story, foundational principles, challenges & pivotal lessons.	Ambient transition
15:00 - 16:30	4. Mid-Roll Sponsor Ad	Primary sponsor product endorsement & custom discount link.	Sponsor stinger
16:30 - 32:00	5. Actionable Strategies: Part II	Tactical framework, case study walkthrough & counter-intuitive truths.	Speech only
32:00 - 38:00	6. Lightning Round Q&A	5 rapid-fire questions: book rec, daily habit, best advice received.	Quick beat
38:00 - 40:00	7. Outro, Guest Links & CTA	Where listeners can find guest, review podcast CTA & next teaser.	Outro Theme Music

HIGH-IMPACT QUOTES & VIRAL SOCIAL CLIP TIMESTAMPS:

Clip #1 (TikTok / Reel / Shorts): Timecode: [____:____] Topic: _____

Quote / Soundbite: " _____ "

Clip #2 (LinkedIn / X Promo): Timecode: [____:____] Topic: _____

Quote / Soundbite: " _____ "

Key Resource Links Mentioned: _____

Sponsor URL: _____ Promo Code: _____