Podcast Content Calendar Template

Plan four episodes with a listener question, source material, recording date, owner and publication checks. Download editable Word and PDF starters.

Illustrative four-episode planning example. Dates, owner names and sponsor obligations must come from your actual production schedule.

Original Podfan starter. Material review: 2026-10-02.

Month and capacity

Month: [month/year]

Publishing cadence: [actual cadence]

Available recording/editing time: [hours]

Workflow owners: [names]

Four illustrative episode slots

Episode 1: Defining project scope | Question: What is included? | Source: approved project brief | Recording: [date] | Publish: [date] | Owner: [name]

Episode 2: Reviewing client feedback | Question: How are changes recorded? | Source: approved change log | Recording: [date] | Publish: [date] | Owner: [name]

Episode 3: Comparing design directions | Question: Which criteria guide the decision? | Source: approved criteria | Recording: [date] | Publish: [date] | Owner: [name]

Episode 4: A project retrospective | Question: What should change next time? | Source: approved notes | Recording: [date] | Publish: [date] | Owner: [name]

Publication checks for each episode

Confirm guest permission and source facts.

Review final audio, title, show notes and resource links.

Check artwork, ID3 tags and destination-specific dimensions.

Prepare one next step and a promotion asset.

Record publication URL and review actual audience evidence after release.