Podcast Guest Release Planning Template

Prepare the recording, editing, attribution and permission questions to review with a podcast guest. Download an editable Word starter or PDF preview.

Original discussion worksheet, without lawyer review. Confirm the final release wording and applicable requirements with qualified counsel before obtaining agreement.

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

Recording details

Show: [show name]

Host/producer: [name and contact]

Guest: [name and contact]

Recording date and format: [date, audio/video, location or platform]

Proposed discussion: [topics agreed with the guest]

Permissions to discuss

Recording: [confirm whether audio, video or both are permitted]

Editing: [agree how the recording may be edited and whether review is required]

Distribution: [list agreed podcast, website and social uses]

Name, likeness and approved biography: [specify agreed uses]

Promotion and monetization: [discuss clips, sponsorship context and any exclusions]

Resolve before recording

Confidential or off-record topics: [list exclusions]

Third-party material: [identify any necessary permissions]

Payment or other consideration: [record the actual arrangement]

Review and withdrawal process: [agree timing and process]

Final release: [attach reviewed wording and record actual agreement; this worksheet is not a signed release]