

PODCAST / EPISODE CUES

Use elapsed time for planned starts. Label audio clips clearly and agree the host's cue words before recording.

Show / episodeRecording dateHost / producerGuest / pronunciation

Episode running order

Planned start	Duration	Segment / topic	Host / guest cue	Audio clip / cue	Producer notes
		Opening			
		Introduction			
		Main conversation			
		Follow-up			
		Listener question			
		Closing			
		Custom segment			

Edits / pickups

Recording time / markerChange or line to record againDone / file ref.

Planned duration: Final audio / notes file: