

# Recording episode SOP

This document covers the following

[Pre- and Post recording steps](#)

[Structure of the episode](#)

[Recording housekeeping checklist](#)

[INTRO script](#)

[OUTRO script](#)

Please use links above and within to find all SOPs.

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## Pre- and Post recording steps

- Invitation email (template provided)
  - Follow up email (template provided)
  - Biographies, photos and social/website links (template survey text provided)
  - Talent release form (template survey text provided)
  - Recording (zoom + phone)
  - Post recording email (template provided)
  - Edit episode fact sheet (template provided)
  - [Graphics for twitter content]
  - Review episodes and upload to Soundcloud, Simplecast and YouTube.
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## Structure of the episode

Intro script (see below)	~5 mins
Main Discussion	~40 mins
Close interview with short summary	~5 mins
Ask guests to share their social media (see outro script for suggested verbiage)	~ 1min
Outro script (see below)	~ 1
Ads at the end	1min
<b>Total</b>	<b>1hr</b>

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## Recording housekeeping checklist

- Introduce yourself
  - Recording setup and record (see [recording instructions](#))
  - Recording Start - Zoom and phones (check with guests)
  - Clap for time-stamp
  - Mention editing
  - At the end, ask guests to share socials
  - Confirm pronunciation of Names and correct titles
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## INTRO script

Welcome to your digital mentor podcast.

I am your host *[insert name]* from *[insert affiliation]*

*[Introduce the topic]*

*[Introduce guests]*

*[Ask guests to 'tell us a bit more about yourself' guest 1]*

*[Transition into discussion by posing a question]*

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## OUTRO script

*[Edit verbiage to suit your own style to help with flow]*

Thank you both for joining us, could you please share with our [listeners where they can find you?](#)

And for our listeners, thanks for tuning in, please follow us on twitter [at mentor underscore podcast](#) *[@mentor\_podcast]* where we'll let you know when new episodes are released.

You can [listen to us on youtube, spotify, apple podcasts, google podcasts, and soundcloud](#) by searching for **Your Digital Mentor Podcast.**

You can also reach us by email, so please send your comments and questions to enquiries at your digi mentor dot net [[enquiries@yourdigimentor.net](mailto:enquiries@yourdigimentor.net)]

As always, [information on the episode and how to reach us will be in the description box](#), including how to connect with our guests and also links to more information and resources.

And finally, our goal is for this podcast to be [shared](#) as a **resource so please remember to tell people about us!**

Thanks again and see you in two weeks!