

Project Name:	Date:		
recorded and written conte a reliable podcast host cre	podcast creates a home base for both your ent before being listed on directories. Selecting eates a platform where you can store and growing your audience. Here is a step-by-step	Yes	No
Step 1 – Choosing A Hos	st		
Select a host.			
Popular hosts include Buz Cloud, Blubry, Smart Podo	zzSprout, Podbean, Libsyn, Transistor, Sound cast Player.		
Get your RSS feed from y	our selected host.		
Select a host with flexibility	ry in terms of file sizes.		
Notes			



3	Select a host with affordable hosting plans.	
6	Check that your selected host offers support.	
7	Ensure the host provides panels with analytics.	
8	Ensure your selected host offers a variety of tools.	
9	Select a host with content distribution network (CDN).	
10	Select a host that offers unlimited bandwidth for storing your large files.	
11	Check for your host's ease of use and avoid complicated hosts.	
12	Check for availability of customizable themes.	
	Notes	



13	Analyze your host's promotional tools.	
14	Check for availability of plugins that make embeds easier.	
15	Ensure your host works well on all screen sizes.	
	Step 2 – Uploading Your Recording To The Host	
16	Create a name/title for the episode.	
17	Upload the audio file.	
18	Add a description of the episode.	
	Notes	



19	Include a summary of the episode.	
20	Add the relevant tags.	
21	Add the episode number.	
22	Check and update episode details.	
23	Check for any violation of your host's requirements.	
24	Check for any explicit content.	
25	Schedule the air date.	
	Notes	