PodcastChef

Quality Control (QC) Checklist

This checklist ensures a thorough review of all podcast production elements ensuring the episode is polished, professional, and ready for release.

1. Watch the entire video episode to check for:
   - [ ] Correct intro and outro.
   - [ ] Any visible or audible technical issues, glitches, or background noise.

2. Listen to the audio file after reviewing the video to:
   - [ ] Ensure that the audio matches the video (no out-of-sync issues).
   - [ ] If discrepancies are found, communicate with the editing to verify and update as needed.

3. Review the episode's cover art and short video clips:
   - [ ] Check if all text (e.g., show name, episode title) is correct.
   - [ ] Confirm the images are aligned with the episode and correctly represent the content.

4. Thoroughly review the show notes for:
   - [ ] Misspelled words.
   - [ ] Grammatical errors.

5. Double-check the episode summary:
   - [ ] Ensure the Guest name and Podcast Show name are correct.

6. Check all the links in the show notes:
   - [ ] Ensure they are correct and functional.
   - [ ] If incorrect links are found, verify with the client to update.
   - [ ] Ensure that all resources mentioned by the guest and host are included

7. Once all checks are complete:
   - [ ] Forward the show notes and the episode to key stakeholders for final approval.

Need help? visit Podcastchef.com to get started.