



# Podcast Show Notes Template | Minimalist

## PODCAST DATA

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Start your notes off with some basic information like the date the episode was published, the name of your podcast, and the episode title and number.

- **DATE**
- **PODCAST NAME**
- **EPISODE TITLE AND NUMBER**

## BRIEF SUMMARY OF EPISODE

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Include roughly 200 words about your episode's main theme. You can also write a short guest bio or incorporate other relevant episode info here.

**Example:** *"In this episode, the hosts fess up to which microphone is their guilty pleasure, talk about what's new at Buzzsprout, discuss why Amazon's latest move spells trouble for Spotify, and—wait, who's Breakmaster Cylinder?!"*

## BULLET POINTS OF KEY TOPICS & CHAPTER MARKERS

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Write blog-style paragraphs associated with each main topic. Avoid overstuffing with keywords, but try and incorporate them throughout your episode summary and the body of your text.

- **Topic #1 [0:00]**
- **Topic #2 [0:00]**
- **Topic #3 [0:00]**

## CALL TO ACTION, EPISODE LINK & CONTACT INFO

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This is where you make it easy for your listeners to take action. You can include a sign-up link for an email newsletter, a link to review your podcast, etc. Include an email address so listeners can reach out, and end your notes with an episode link to make it easy to share!

- **Call to action**
- **Shareable episode link**
- **Email address**