

RECORDING

1. Record Interview
2. Snap selfie in studio
3. Record video teaser
4. Collect 8-10 travel photos
5. Backup everything

PRE-PRODUCTION

6. Ask guest complete /guests if haven't already. Get permission to use FB photos
7. Grab .wav files from the recorder, listen to ep and take notes
8. ID the 30sec of audio to use as audio teaser
9. Write the Title, text teaser, and body of the post
10. Write any production instructions (cuts, audio levels, splices, special instrs)
11. ID 8-10 travel photos and note in instructions ([vid](#))

PRODUCTION ([vid](#))

1. Clean up audio & log timestamps & links ([vid](#))
2. Export the audio episode ([vid](#))
3. Upload audio files to Anchor and add description + album art + ep number ([vid 1](#), [vid 2](#))
4. Calculate intro offset and update Timestamps sheet with offset. Add the amt of silence offset to episode to create a Temi version. Export that audio. ([vid](#))
5. Upload to Temi for transcription ([vid](#))
6. Clean up the finished Temi transcription ([vid](#))
7. Produce and upload video trailer to YouTube bkg music + outro. ([vid](#))
8. Create photo gallery in WordPress with selected travel photos ([vid](#))
9. Create post in WP. Set URL and set YouTube URL, Title, teaser, body, timestamps, transcript, photos, post type, etc ([vid](#))
10. Create featured YouTube image and replace on WP post ([vid](#))
11. Create album art and upload to Anchor ([vid](#))
12. Add coverart to Anchor episode ([vid](#))
13. Optional: Add Guest question responses to end of post ([vid](#))

PUBLISH ([vid](#))

1. Flip live Anchor (Copy Anchor HTML embed code, test URL)
2. Flip public YouTube (test URL, ensure Advanced > Allow embed is on)

3. Publish Draft post live in WP (mod WP post to insert it. change to 760px width)

PROMOTION

(Use the [UTM registry](#) for creating unique links for FB and Twitter)

1. Post to NP FB page ([vid](#))
2. Post to NP Twitter ([vid](#))
3. Post to NP IG ([vid](#))