

# Podcast Episode Publication Checklist

- ☐ Graphic request to Alex T
- ☐ Article (including links & show notes)
- ☐ 3 Clips (45-1 minute max) sent to Serge for social videos
- ☐ 2-3 quotes for social graphics sent to Dan
- ☐ 3 Major themes / topics / discussions from episode (with timecode) sent to Dan for Youtube Version of the Podcast
- ☐ Major themes/topics/notable issues/guest info sent to Kyle/social for outreach and tagging in posts