GRANARY DIGITAL

Episode planner

Fill in one page for each episode, a week before recording.

The episode

Episode title	
The promise: one sentence on what the listener gets	
Guest name and role	
Guest contact	
Time confirmed by (name)	
Arrival time	
Recording date (dd/mm/yyyy)	
Studio or remote	
Target length (minutes)	

Questions, in the order you will ask them

Question	Notes	Can drop it?
Example: what did you learn from the first project you finished?	*Ask after the opening*	*No*

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Tech checks

Check	Notes	Done?
Level check		
Thirty seconds of room tone, with nobody speaking		
Test take		
Recording started (time)		
Recording ended (time)		
Who is in the room		
Who is joining remotely		

Notes for the editor: moments to keep, takes to avoid, and where music or a sound effect goes.

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Run sheet

The segments in order, with the minutes and start times for the recording day.

Target length (minutes), from the Planner

Segment	Minutes	Starts at	Cue or notes	Notes for the editor
Example: cold open	*1*	*0:00*	*Best line from the interview, read by the host*	*Keep this take*
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		
		0:01		

Total minutes **1**

Check against the target **Enter the target length on the Planner sheet**

Start times are worked out from the minutes above. Enter minutes only.

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Episode planner and run sheet

One page per episode, from the idea to the notes for the edit.

How to use this planner

1. Make one copy of this workbook for each episode. Fill in the Planner a week before recording and the Run sheet the day before.
2. On the Planner, write the episode title and one sentence that says what the listener will get. If you cannot write that sentence, the episode is not ready to record.
3. Add the guest, the person who confirmed the time, and the time the guest should arrive.
4. Enter the target length in minutes on the Planner. The Run sheet checks the segments against it.
5. On the Run sheet, type a name and the minutes for each segment. Start times fill in on their own. Include a cold open and a close.
6. Work through the tech checks on the Planner: the level check, thirty seconds of room tone with nobody speaking, a test take, and the start and end of the recording.
7. Print the Run sheet for the room. Mark the moments to keep and any takes to avoid in the notes column.

If the segments add up to more than the target, cut a segment now, not in the room.

Dates are typed as dd/mm/yyyy and times use the 24-hour clock.

Grey italic rows marked Example show how to fill a line in. Overwrite or delete them.

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