



Podcast Starter Checklist

YTMahendra Podcast · Jaipur, Rajasthan · ytmahendra.com

Apna podcast shuru karne se pehle ye list ek baar tick kar lein. Har point simple hai — bas ek-ek karke karte jayein.

1 Plan

- ☐ Topic ek line me likha (kis par, kiske liye)
- ☐ Audience tay: kaun sunega, kahan rehta hai
- ☐ Podcast ka naam aur tagline
- ☐ Format: interview, solo ya panel
- ☐ Episode length tay (30–60 min)
- ☐ Release schedule: hafte me kitne episode
- ☐ 10 episode ke topic ideas ready

2 Equipment

- ☐ Microphone (USB ya XLR) — har speaker ke liye ek
- ☐ Headphones
- ☐ Camera ya phone (video ke liye 2 angle behtar)
- ☐ 2 soft lights ya window ki roshni
- ☐ Shaant kamra, parde / carpet se echo kam
- ☐ Tripod ya stand, extra memory aur battery

3 Recording se pehle

- ☐ Guest ko topic aur time bheja
- ☐ 3–5 bullet points likhe (script nahi)
- ☐ Mic ka test recording suna
- ☐ Phone silent, AC / pankhe ki awaaz check
- ☐ Paani ready, background saaf
- ☐ Guest ki photo aur intro line ready

4 Recording ke dauran

- ☐ Mic muh se 4–6 inch door
- ☐ Guest ko bolne ka pura mauka
- ☐ Ek baar me ek sawal
- ☐ Galti hone par ruk kar dobara — edit me hat jayegi
- ☐ End me guest ke social links bolwayein

Tip: Pehla episode perfect hona zaroori nahi. Pehle 5 episode seekhne ke liye hain — bas shuru karein aur schedule na todein.



5 Editing

- ☐ Gap, "umm" aur noise hataye
- ☐ Awaaz barabar (volume level)
- ☐ Intro aur outro joda
- ☐ Video me guest ka naam / title lagaya
- ☐ Final episode ek baar poora suna

6 YouTube publishing

- ☐ Title me topic + guest ka naam
- ☐ Saaf thumbnail (kam text, bada chehra)
- ☐ Description: 2 line summary + chapters
- ☐ Social links aur contact diya
- ☐ Playlist me daala
- ☐ Health / legal / finance par disclaimer

9 Har hafte ka routine

- ☐ Somvar: topic aur guest tay
- ☐ Mangalvar–Budhvar: recording
- ☐ Guruvar–Shukravar: editing aur thumbnail
- ☐ Shanivar: publish + Shorts
- ☐ Ravivar: reviews dekhein, agle episode ki taiyari

7 Audio platforms

- ☐ RSS feed ya podcast host chuna
- ☐ Spotify par submit
- ☐ Apple Podcasts par submit
- ☐ Amazon Music par submit
- ☐ JioSaavn par submit
- ☐ Cover art 3000×3000 px

8 Promotion

- ☐ 5–10 Shorts / reels nikale
- ☐ Guest ko clips bheje, tag karwaya
- ☐ WhatsApp aur Instagram story par share
- ☐ Episode ka blog / post banaya
- ☐ Comments ka jawab diya

Madad chahiye? Jaipur me studio recording, editing aur Shorts ke liye humse sampark karein.
WhatsApp: +91 98877 77445 · podcast@ytmahendra.com · ytmahendra.com/podcast-studio-jaipur/