

**Podcast Set-Up Form**

Submission Date: Click here to enter a date.

**PERSONAL INFO:**

First Name: Click here to enter text. Last Name: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip:

Cell phone: Click here to enter text. Work Phone: Click here to enter text.

Email: Click here to enter text.

**BUSINESS INFO:**

Podcast Name: Click here to enter text.

Podcast Tagline: Click here to enter text.

Podcast Category:Click here to enter text. [Click here for category list](http://www.podcastmotor.com/itunes-podcast-category-list/)

Podcast Key Words: Click here to enter text.

Primary Website Url: Click here to enter text.

Website Link to display on iTunes (Opt in Page or Freebie)Click here to enter text.

Podcast Description: **In your iTunes podcast page you get about 50 words above the fold before the viewer would have to click to see more.** A great guideline to keep your description readable and effective is to keep it between 100-200 words.

Click here to enter text.

Personal Image: Click center of box below to insert image. Please ATTACH a high Definition Image to your email as well.



High Definition iTunes Podcast Artwork Image: Click center of box below to insert image. Please ATTACH a high Definition Image to your email as well.

*Please SAVE THIS FILE as “YOUR NAME PODCAST SET UP” Return this form as soon as possible to* [*virginia@mediaspotlightmarketing.com*](mailto:virginia@mediaspotlightmarketing.com)

*Type “Podcast Intake Form” in the email subject line.*

*Attach this form and 2 high definition photos.*

*Questions: 775-250-6482*

