**Podcast Script Templates**

*Adapt templates to your needs*

| **Solo-type podcast**  In this example, each section includes **suggestions** for your main podcast topics, segment duration, audio and image (if needed) | | | |
| --- | --- | --- | --- |
| Opening signature  Music jingle and/or voice  Duration: ( \_\_\_ ) | | Sound | Image |
| Introduction  Duration:  ( \_\_\_ ) | *Set the stage for your podcast. State the podcast title, who you are, etc. Introduce the main topic.* |  |  |
| Development  Duration:  ( \_\_\_ ) | *Develop the main topic.* |  |  |
| Closing remarks or recap  Duration:  ( \_\_\_ ) | *Conclude the subject.*  *Invite to reflect or take action.* |  |  |
| Closing signature  Music jingle and/or voice  Duration: ( \_\_\_ ) | |  |  |

| **Interview-type podcast** | |
| --- | --- |
| Opening signature: Music jingle and/or voice | |
| Introduction  Duration:  ( \_\_\_ ) | *Give listeners a quick introduction to hook their interest.*  *Guest introduction: Include your guest's basic bio, including accomplishments, title, and experience.* |
| Development  (Duration: \_\_\_\_) | *Question #1*  *Answer #1* |
| *Question #2*  *Answer #2* |
| Question #3  Answer #3 |
| Episode recap and closing remarks | *Call to action: Give your listeners one thing to do, a question or something to reflect on.* |
| Closing signature: music jingle and/or voice | |

| **Solo-type podcast (more detailed)**  In this example, each section includes suggestions for your main podcast topics, segment duration and key points.  (modify according to your needs) | |
| --- | --- |
| Opening signature: Music jingle and/or voice | |
| Introduction  Duration: ( \_\_\_) | *Set the stage for your episode. State the podcast title, who you are, etc.* |
| Topic #1: Duration:( \_\_\_ ) | *1. Main point*  *2. Supporting point*  *3. Supporting data*  *4. Supporting quote* |
|  | [Segue] (can be a sound effect, short musical clip, or a phrase) |
| Topic #2: Duration:( \_\_\_ ) | *1. Main point*  *2. Supporting point*  *3. Supporting data*  *4. Supporting quote* |
|  | [Segue] (can be a sound effect, short musical clip, or a phrase) |
| Topic #3: Duration:( \_\_\_ ) | *1. Main point*  *2. Supporting point*  *3. Supporting data*  *4. Supporting quote* |
| Closing remarks or recap | *Call to action: Give your listeners one thing to do, a question or something to reflect on.* |
| Closing signature: music jingle and/or voice | |