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: (___)		

Adapted from a script on Buzzsprout

Interview-type podcast

A Voice worth Hearing
Balado Web

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	

Adapted from a script on [Buzzsprout](#)

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	