

Podcast Script Template

Episode Information

Podcast name:
Episode title:
Episode number:
Host(s):
Guest(s) (if any):
Recording date:
Release date:
Estimated length:

Intro (1–2 minutes)

Host greeting:
Short teaser of episode topic or guest:
Quick hook to draw in listeners:
Mention of podcast name and episode title:
Optional: sponsor message or housekeeping notes

Segment 1: Setting the stage

Transition line into the first section:
Key talking points:

- [Point 1]
- [Point 2]
- [Point 3]

Supporting story, fact, or anecdote:

Segment 2: Deep dive / Interview questions

Transition line into the main discussion:
Talking points or questions:

- [Question 1]
- [Question 2]
- [Question 3]

Notes for follow ups or reactions:
Optional sound or music cue:

Segment 3: Additional insights or second act

Transition line:
Key points or questions:

- [Point 1]
- [Point 2]

Supporting example, case study, or story:

Closing segment (2–3 minutes)

Recap of the episode's main ideas:

Thank the guest(s) (if applicable):

Final thoughts or calls to action:

- Subscribe or follow the podcast
- Leave a rating or review
- Visit website or social channels

Optional: teaser for next episode

Outro

Closing line:

Sign off from host(s):

Outro music or sound cue:

Timing Notes (optional)

Intro: ~1–2 minutes

Main discussion: ~15–25 minutes

Closing: ~2–3 minutes

Total: [Insert estimate]