Podcast script template

Solo script | Planned episode: 30:00 | Scripted anchors plus unscripted discussion; verify all facts.

0:00-0:20 | Opening hook

HOST: What would change if you approached [episode topic] with one clearer question? Today, we'll work through that question together.

[Replace this hook with your episode's actual promise.]

0:20-1:00 | Show introduction

[MUSIC: Fade your licensed intro under the first line, then out.]

HOST: Welcome to [podcast name]. I'm [host name], and today we're discussing [episode topic].

HOST: By the end, you'll have [add the specific listener takeaway].

[PRONUNCIATION: Confirm names before recording.]

1:00-23:20 | Main discussion

HOST: Let's start with the question behind [episode topic]: [state the listener's problem].

[AD LIB: Explain your first point using an approved example. Do not read this instruction aloud.]

HOST: Here is how that looks in practice. [Walk through your actual example.]

[PAUSE]

HOST: That gives us a starting point. The next decision is [add your next point].

[SOURCE: Add the source name, date and URL for any factual claim.]

23:20-29:20 | Reflection and next step

HOST: Before we close, let's bring this back to a practical next step.

HOST: One thing you can try is [add an action supported by the episode].

[AD LIB: Explain when this action may not fit.]

[OPTIONAL SPONSOR: Insert only approved copy and disclosures. Rebalance the section timings if adding a break.]

29:20-30:00 | Recap, CTA and outro

HOST: Today we explored [episode topic]. The point I want to leave you with is [summarize what was actually covered].

HOST: If this was useful, [choose one actual call to action].

HOST: You've been listening to [podcast name]. I'm [host name]. Thanks for joining us.

[MUSIC: Bring the outro in after the final line.]

[CREDITS: Add actual contributors, sources and permitted music.]