Interview Recording Checklist & Script Starter

Prepare guest names, approved questions, source checks and recording cues with an interview checklist and speaking-plan starter. Use the script generator for complete script formats.

Timings are a speaking plan, not measured audio. Replace placeholders with approved facts, guest details and sources before recording.

Original Podfan starter. Material review: 2026-10-16.

Interview recording checklist

[ ] Confirm the guest name, pronunciation, approved bio and recording permission.

[ ] Share the central question and any off-record boundaries.

[ ] Test each microphone, headphones, recording tracks and backup.

[ ] Check source claims, links, sponsor wording and music permission.

[ ] Assign the opening, handoffs, final question, contact invitation and credits.

Episode example

Topic: Planning a design project

Listeners: Independent designers

Guest: Jamie Example, a fictional demonstration name

Duration: 30 minutes

30-minute interview speaking plan

0:00-0:20 | Hook and promise: Introduce the planning question and listener benefit.

0:20-2:00 | Context: Read the guest's approved introduction; define project scope.

2:00-22:00 | Main interview: How do you clarify deliverables? Which criteria guide changes? How do you document decisions? Add verified examples.

22:00-28:00 | Practical reflection: Invite one practical next step and discuss its constraints.

28:00-30:00 | Recap and close: Summarize approved takeaways; add the actual guest resource link and next episode information.

Before recording

Confirm guest name, pronunciation and permission.

Check every source claim and resource link.

Add actual music cues and disclosures where relevant.

Read the transitions aloud and adjust the plan after a pilot.