**Podcast Script**

Use this form to plan out your podcast. You may add or remove rows as needed (right click in the cell).

* **Approximate Time:** Keep track of how much time you’ll need. Be sure to stay within your overall goal time.
* **Speaker or Audio Source:** Indicate who will be speaking or what audio will be playing. For other audio, you might be using a previous recording, intro/outro music, or other pre-recorded sound effects. You may want to link them on this document for easy access.
* **Script and/or Notes:** Write out or outline what you will say. This will help you be more prepared and confident when you record your podcast. If you will be playing other audio, leave notes to yourself, so you remember what you had planned.

| **Approximate Time** | **Speaker or Audio Source** | **Script and/or Notes** |
| --- | --- | --- |
| **Introduction**  ***Tips****: It is typical to begin a podcast with a short introduction that includes music as well as the title, topic, and date of your podcast. You might also include a catchy tagline and introduce the hosts.* | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Body**  ***Tips****: This is the main portion of your podcast and is where you’ll be sharing your main messages and having key conversations. You may choose to break this section up into several small sections or leave it as one larger piece. To help keep the podcast moving, alternate speakers and/or work in other audio clips.* | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Conclusion**  ***Tips****: Bring your podcast to a satisfying close. You might include a brief summary or highlight key take-aways from your episode. A memorable last line or paragraph can polish off the show. It is also typical to end with some outro music, perhaps the same as you used during the introduction.* | | |
|  |  |  |
|  |  |  |
|  |  |  |