**Podcast Planner Template**

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| 1. Opening: A quick musical jingle |
| 2. Introduction: A monologue style introduction introducing your hosts and what you will talk about on your show (1 -2 minutes) |
| 3. Segue: Could be musical or a sound effect |
| 4. Topic 1: Talk for about 1-2 minutes |
| 5. Vocal Segue: “We are going to move on and talk about…” |
| 6. Topic 2: Talk for about 1-2 minutes |
| 7. Consider adding a sponsored message or [podcast advertisement](https://www.voices.com/blog/4-different-types-podcasts/) |
| 8. Musical segue |
| 9. Topic 3: Talk for about 1-2 minutes |
| 10. Closing remarks, thank the audience, guests, what will be on the next show |
| 11. Closing musical jingle |