Podcast Planner Template

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

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

Adapted from https://www.voices.com/blog/planning-your-podcast/