

Podcast Script Frameworks.

Before you start...

Here are a few pointers to keep in mind when writing your podcast script:

👉 1. Keep It Brief

Keeping your script brief gives you the freedom to talk naturally on a podcast rather than relying on a script - it also avoids you slipping over your words!

👉 2. Keep It Conversational

This is your script, write it in your voice and in a way that you will understand when it comes to recording.

👉 3. Don't Be Afraid to go Off-Script

Your script is there to keep you on track, but don't let it restrict you from having interesting conversations!

01 Solo Show Podcast Script Framework



01 Opening Sequence

- Welcome message
- Host introduction
- Episode premise and objectives

02 Sponsor Message

03 Segue

04 Topic (repeat structure for multiple topics)

- Topic introduction
- Main points
- Supporting points

05 Summary

- Topic recap
- Episode reflection

06 Outro

- Listener thanks
- Next episode teaser

07 Call-to-Action

- Shout out social media links
- Direct the listener to newsletter
- Any other relevant call-to-action

02 Co-Hosted Show/Roundtable Podcast Script



01 Opening Sequence

- Welcome message
- Host introduction 1
- Host introduction 2
- Episode premise and objectives

02 Sponsor Message

03 Segue

04 Topic (repeat structure for multiple topics)

- Host 1 gives topic introduction
- Host 1 presents main points
- Host 2 presents supporting points
- Host 1 & 2 discussion

05 Summary

- Topic recap
- Episode reflection

06 Outro

- Listener thanks
- Next episode teaser

07 Call-to-Action

- Shout out social media links
- Direct the listener to newsletter
- Any other relevant call-to-action

03 Interview Show Podcast Script



Podcast Script Frameworks

01 Opening Sequence

- Welcome message
- Host introduction
- Episode premise and objectives

02 Sponsor Message

03 Guest Introduction

- Guest Name
- Thank them for coming on the podcast

04 Question (repeat structure for all questions)

- Guest response
- Host and guest dialogue

05 Summary

- Topic recap
- Episode reflection

06 Outro

- Listener thanks
- Next episode teaser

07 Call-to-Action

- Shout out social media links
- Direct the listener to newsletter
- Any other relevant call-to-action

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