

Podcast Script Outlines

Your group needs to decide what style you want to do and move forward with that goal.

What Is a Podcast Script, and Why Use One?

When you think of a podcast script, you might think of a play or movie script—where every word is planned out in advance. You might be hesitant to adopt a script for this reason; won't scripting your podcast essentially rob it of its casual, free-flowing, and conversational feel? Won't reading off of a page make you sound stilted and monotone?

Not necessarily.

For one thing, a podcast script doesn't need to be a word-for-word transcript of your show. Podcast scripts, unlike stage or television scripts, can run the gambit from bare-bones to detailed, as long as they give you an outline and general idea of what should take place in your audio recording.

A podcast script is basically a roadmap for your episode—and you can decide how many details you need to make it from point A to Z.

A well-done script gives structure, direction, and conciseness to your podcast episode. Having an outline and a written direction for your show can help you feel more at ease and focus on the here and now, rather than being stressed about how you're going to fill the next 30-45 minutes of recording time.

It can also reduce mistakes, which can cut editing time significantly. When taking the editing time you'll save into account, writing an outline might actually save you time in the end.

How Long Is a Podcast Script?

The length and detail of your podcast script will vary based on your style. Some podcasters choose to write out every word that they plan to say, while others jot down a few bullet points to keep themselves on track while they freewheel the recording.

Conversation/Interview Show

The most popular podcast format is the conversational/interview show. Audiences love the easy-going nature of conversations, where listeners feel that they're simply sitting in on a talk between friends (whether the content is comedic, educational, or simply friendly banter).

These types of podcasts work best with a loose structure that supports the conversational element. It's key to give the hosts space to speak normally and let the conversation flow as it will while providing the right amount of structure to keep it from going off the rails.

Interview:

- Intro: Brief summary of the episode's contents. Introduce yourself, your podcast, and any guests. (Duration: _____)
- [Sponsor message]
- [Theme music]
- Guest introduction: include a guest bio, including their title, experience, and any relevant accomplishments. Thank them for joining the podcast.
- Question 1 (Duration: _____)

- Question 2 (Duration: _____)
- [Sponsor message]
- Question 3 (Duration: _____)
- Outro: _____ (Duration: _____)
- Recap
- Call to action
- [Closing theme music]

Conversation with co-host:

- Intro: Brief summary of the episode's contents. Introduce yourself, your podcast, and any guests. (Duration: _____)
- [Sponsor message]
- [Theme music]
- Topic 1: _____ (Duration: _____)
- [Segue] (sound effect, short musical clip, or phrase)
- Topic 2: _____ (Duration: _____)
- [Segue]
- Topic 3: _____ (Duration: _____)
- [Segue]
- Outro: (Duration: _____)
- Recap
- Call to action
- [Sponsor message]
- [Closing music jingle/sound effects]

Source - [Podcast Script: How to Write One \[With Free Templates & Examples\]](#)