

Manuscript template for podcast production

Podcast Title: [Enter title]

Episode Number: [Enter number]

Episode Title: [Enter title]

Host(s): [Enter names]

Guest(s) (if any): [Enter names and titles]

Format of the podcast (check a box):

- ☐ Solo Podcast (one narrator)
- ☐ Multi-Host Podcasts (two or more narrators in a dialogue)
- ☐ Interview Podcasts (Questions and answers between two or more participants)
- ☐ Narration podcasts (Documentary format with a narrator and possibly interviews)
- ☐ Radio Drama (Storytelling with multiple participants, roles, sound effects - fiction)

Section	Content in the section	Script (What is said in this episode? <i>Full text, questions, or bullet points</i>	What else is heard in the episode? (Music, sound effects, or background and real-life sounds)?	Estimated Time per section
1	Introduction			
2	Subtopic/subheading			
3	Subtopic/subheading			
4	Subtopic/subheading			
5	Subtopic/subheading			
6	Subtopic/subheading			
7	Subtopic/subheading			
8	Subtopic/subheading			

9	Subtopic/subheading			
10	Summary and closing			

Duration: