

One-Page Podcast Segment Script

Category:

Topic:

Host(s):

Segment:

Date:

Producer / Editor: Instructor

Segment Title:

Target length: 2, 5, 10 min

Location:

Intro

Host 1: "Hi, My name is [Host 1]."

Host 2: "I'm [Host 2] and this is [name of segment]"

Today we're going to talk about [segment topic]."

Tagline: "[Short signoff line — e.g., 'Let's get to it!'"

Main Content/ Interview

Guest name/title: [Guest] — intro script: "_____"

Planned questions/ main talking points (3–5, short and focused):

1. "_____"

2. "_____"

3. "_____"

Outro

Recap main takeaways in one sentence each.

Outro line: "Thanks for listening to [Show Name]. See you next time."

Music cue: [Track name, fade seconds]