

Use this episode form to dial-in your episode details and prepare team members for production.

Episode Name

Release Date

Episode Description

Episode Type

Episode Budget

Episode Length

Episode Format

Episode Tone

Episode Location and Tech Requirements

Episode Content Objective and Desired Outcome

Episode Key Messages to Convey

See next pages for script and outlines.

Episode Outline / Interview Questions

Note: Formatting of your outline can look different depending on if you are producing an interview podcast with multiple guests, educational podcast with one host, etc. Many of our customers like to brainstorm a full list of interview questions to send to their guests as well as script out their introduction and possible talking point transitions. **See last page for outline example.**

Outline example for multiple speaker episode

Section	Content								
Intro	<ul style="list-style-type: none"> • Music and/or visual boiler plate • Short monologue, story, or quick facts, about the episode subject • Introduction of subject and key points that will be covered • Introduction of host and speakers 								
Talking Point 1	<table> <tr> <td>Host</td><td> <ul style="list-style-type: none"> • Transition into opening talking points • Cited facts, quotes, or research about the point • Opinion and initial comments about material </td></tr> <tr> <td>Speaker 1</td><td> <ul style="list-style-type: none"> • Cited facts, quotes, or research about the point • Opinion and initial comments about material </td></tr> <tr> <td>Speaker 2</td><td> <ul style="list-style-type: none"> • Cited facts, quotes, or research about the point • Opinion and initial comments about material </td></tr> <tr> <td>Host</td><td> <ul style="list-style-type: none"> • Section wrap up and transition to next talking point </td></tr> </table>	Host	<ul style="list-style-type: none"> • Transition into opening talking points • Cited facts, quotes, or research about the point • Opinion and initial comments about material 	Speaker 1	<ul style="list-style-type: none"> • Cited facts, quotes, or research about the point • Opinion and initial comments about material 	Speaker 2	<ul style="list-style-type: none"> • Cited facts, quotes, or research about the point • Opinion and initial comments about material 	Host	<ul style="list-style-type: none"> • Section wrap up and transition to next talking point
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Outro	<ul style="list-style-type: none"> • Ducked Music • Recap talking points and wrap up show with comments and ideas for further thought • Thank the audience • Outro boiler plate 								