Podcast Outline Templates

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Template description:

Use the following outline to plan the discussion of your podcast. It's important to carefully structure the discussion, as it needs to be understandable and engaging to people outside your group. Try to create an informative, thoughtful, and engaging show.

The first step is to identify the main talking points for your subject - what are the topics that your group wants to cover? Only three talking points are included in this template, so add more as needed. Next, identify the content that will be discussed for each talking point, and determine the speakers. The bullet points are elements that should be included in each section and aren't in a specific order. Play around with the order of the content, as well as the style of your podcast.

Write the content of the talking points in short descriptions and avoid fully scripting. Reading lines and scripts will be obvious to the audience, and make it sound like you're doing just that - *reading,* instead of discussing. For a more conversational podcast, determine the content for discussion, and speak in a free-form fashion. When switching from one talking point to another, craft a segue that smoothly transitions the topics.

Always rehearse the discussion before your final recording.

Template 1

Talking Points:

Section	Content
Intro	- Music/external audio clip - Short monologue, facts, quotes, or story that relates to the subject of the show - Introduction of subject & talking points - Introduction of speakers
Talking Point 1	Speaker - Transition to talking point - Cited facts, quotes, or research - Opinion/response/comments Speaker - Cited facts, quotes, or research - Opinion/response Speaker - Cited facts, quotes, or research - Opinion/response/comments - Transition to next talking point
Talking Point 2	Speaker - Transition to talking point - Cited facts, quotes, or research - Opinion/response/comments Speaker - Cited facts, quotes, or research - Opinion/response Speaker - Cited facts, quotes, or research - Opinion/response/comments - Transition to next talking point
Talking Point 3	Speaker - Transition to talking point - Cited facts, quotes, or research - Opinion/response/comments Speaker - Cited facts, quotes, or research - Opinion/response Speaker - Cited facts, quotes, or research - Opinion/response/comments - Transition to next talking point

Outro	- Music - Short, thoughtful comments to wrap up the show and leave the audience with ideas to ponder - Thank the audience