

Podcast Script Template

A complete podcast script you can read through before writing your own: a solo episode in eight sections, from cold open to outro. Swap the example topic for yours, keep the structure, and record it section by section.

20 min · 8 segments

Twenty minutes, eight sections. The example is a solo episode about starting a small vegetable garden; the brackets show where your own material goes.

BEFORE YOU RECORD

- Write the cold open, the promise, the recap and the call to action word for word. Everything else works better as bullet points, so you sound like you are talking rather than reading.
- Read the whole script aloud once before recording. Any sentence that trips you up will trip you up on the take too, so rewrite it now.
- Record one section at a time. A mistake then costs you one short retake, not the whole episode.
- Spoken English runs at roughly 130 to 160 words a minute. If a section runs long on paper, it will run long in the recording.

01. Cold open

20 sec

[the most interesting line in the episode, written word for word]

Last spring I grew forty pounds of tomatoes on a balcony the size of a parking space. I did almost everything wrong first. *[music in, then under]*

02. Intro and promise

45 sec

[name, show, and exactly what the listener gets by the end]

Welcome to Small Plot Radio. I am [Your Name]. Today is about starting a vegetable garden when you have almost no space.

By the end of this episode you will know which three vegetables are worth growing first, and you will have one thing to do this weekend. *[music out]*

03. Segment one: the setup

5 min

[context the listener needs; bullet points, not paragraphs]

Why small spaces are easier than you think: [one reason, one example from your own garden].

The one thing that actually limits you: sunlight, not square footage. [How to check how many hours of sun your space gets.]

04. Segment two: the core

8 min

[your main points, each with an example or story]

Point one: start with what you actually eat. [Your three picks and why.]

Point two: bigger pots, fewer of them. [The mistake you made with small pots.] *[pause]*

Point three: water on a schedule, not on a feeling. [The routine that worked for you.]

05. Segment three: the turn

4 min

[a counterpoint, a mistake, or a listener question]

A listener asked me last week: [the question]. Here is the honest answer, including the part I got wrong for two seasons.

06. Recap

45 sec

[three takeaways, written out in full]

So, three things. Grow what you eat. Use fewer, bigger pots. Water on a schedule.

07. Call to action

20 sec

[one ask only]

This weekend, measure how many hours of sun your space gets, and send me the number. I will read a few out next week.

08. Outro

20 sec

[tease the next episode, sign off the same way every time]

Next week: what to plant in autumn. I am [Your Name], this has been Small Plot Radio.

[music up and out]

USAGE

Free to use. Adapt this script for any show, record it under your own name and keep whatever you earn from it. No credit required.

Record it with Hilite — hellohilite.com

Studio-quality audio from your laptop mic. Free to start.