

Podcast Show Notes Template

A complete set of podcast show notes to read before you write your own: title, summary, takeaways, timestamps, guest links, resources and a call to action. Copy the structure and fill it in from your transcript.

10 min to write · 8 segments

Eight parts, written for the example episode below. Most podcast apps show only the first two lines, so they carry the most weight.

BEFORE YOU RECORD

- Write show notes from the edited transcript, not from memory. Timestamps and quotes will be right first time.
- Front-load the summary. Podcast apps often cut the description after a line or two, so the most useful sentence goes first.
- Keep the episode title under about 60 characters so it is not truncated in most apps.
- Check every link before you publish. A broken guest link is the most common show notes mistake.

01. Episode title

1 line

[lead with what the listener gets]

How to start a vegetable garden in a tiny space

02. Two-line summary

2 sentences

[who is speaking and the single most useful thing]

[Your Name] explains why sunlight matters more than space, and the three vegetables worth growing first on a balcony or windowsill. Plus the watering routine that stopped every plant from dying.

03. Key takeaways

3 to 5 bullets

[one line each, written for skimmers]

Measure your hours of sun before you buy a single seed.

Grow what you already eat, not what looks good in photos.

Fewer, bigger pots beat many small ones.

04. Timestamps

5 to 10 lines

[00:00 Topic; find each change of subject in the transcript]

00:00 Forty pounds of balcony tomatoes

01:05 Why sunlight beats square footage

06:10 The three vegetables to start with

14:20 Listener question: what about shade?

18:30 Recap and this weekend's challenge

05. Guest and links

2 to 4 lines

[name, role, where to find them]

Find [Your Name] at [website] and [social handle]. [Guest name, role and link, if the episode has a guest.]

06. Resources mentioned

As needed

[every book, tool or episode referenced, with a link]

[Book or tool name]: [link]. Previous episode on composting: [link].

07. Call to action

1 line

[match the ask you made in the episode]

Send us your hours-of-sun number at [email or link] and we will read a few out next week.

08. Transcript

Full text

[paste or link the full transcript]

Read the full transcript: [link]. A transcript makes the episode searchable and accessible to listeners who are deaf or hard of hearing.

USAGE

Free to use. Copy this structure for any show. No credit required.

Record it with Hilite — hellohilite.com

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