Podcast script template

News script | Planned episode: 30:00 | Scripted anchors plus unscripted discussion; verify all facts.

0:00-0:20 | Confirmed top line

HOST: Today we're looking at [episode topic]. I'll separate what is confirmed from what is still developing.

[Add a dated, verified opening fact before recording.]

0:20-1:00 | Show introduction

[MUSIC: Fade your licensed intro under the first line, then out.]

HOST: Welcome to [podcast name]. I'm [host name], and today we're discussing [episode topic].

HOST: By the end, you'll have [add the specific listener takeaway].

[PRONUNCIATION: Confirm names before recording.]

1:00-23:20 | Reporting and source review

HOST: Here is what is confirmed about [episode topic] at [recording date and time].

HOST: According to [primary source, publication date and URL], [verified development].

[SOURCE CHECK: Read the original document before completing this sentence.]

HOST: The earlier situation was [verified context]. What changed is [verified change].

HOST: My interpretation is [clearly labeled analysis]. We do not yet know [open question].

[CUE: Attribute each additional claim to its actual source.]

23:20-29:20 | Reflection and next step

HOST: Before we close, let's bring this back to a practical next step.

HOST: One thing you can try is [add an action supported by the episode].

[AD LIB: Explain when this action may not fit.]

[OPTIONAL SPONSOR: Insert only approved copy and disclosures. Rebalance the section timings if adding a break.]

29:20-30:00 | Recap, CTA and outro

HOST: Today we explored [episode topic]. The point I want to leave you with is [summarize what was actually covered].

HOST: If this was useful, [choose one actual call to action].

HOST: You've been listening to [podcast name]. I'm [host name]. Thanks for joining us.

[MUSIC: Bring the outro in after the final line.]

[CREDITS: Add actual contributors, sources and permitted music.]