



Podcast Planning Template

Podcast Name (Program name)	
Episode Title	
Contributors	

Opening <i>Musical jingle (loops or custom)</i>
Introduction <i>Welcome the audience, introduce the episode/ tease the content, introduce hosts/guests.</i>
Transition <i>Music or sound effects</i>
Episode Content <i>Script/outline</i>



Teq-tivities®

Transition

Music or sound effects

Outro

Thank yous, goodbyes, preview to next episode (if applicable)

Closing

Musical jingle (custom or loops)