


Fig 1: iStudio's customizable podcast template



| Section | Time | Content |
|---|--------------------------|--|
| Standard Introductory Music | _____ seconds | Theme music (check out the Podsafe Music Network: http://music.podshow.com/ if you need to select a song) |
| Introduction | _____ seconds or minutes | Sample script or key messages (i.e. It's _____ (date) and this is the first episode of _____ (podcast name). Describe focus of podcast and the topic for this episode. |
| Audio Transition | _____ seconds | Theme music |
| Topic 1: (topic name) | _____ minutes | Provide sample script and/or key points to be covered |
| Audio Transition | _____ seconds | Theme music |
| Topic 2: (topic name) <i>Continue to add topics to fit the length of your podcast.</i> | _____ minutes | Provide sample script and/or key points to be covered |
| <i>Call to Action (Highly recommended even if you are just asking listeners to provide their comments or ideas for future topics)</i> | _____ minutes | Provide sample script and/or key points to be covered |
| Conclusion | _____ minutes | Let listeners know when next episode will be posted |
| Total Time | _____ minutes | |