# Plan for a podcast series and episode manuscripts

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This podcast series planning tool and the script templates it contains will help you plan and outline your podcast series and individual episode manuscripts. It also works well to support you during the recording session.

Download this for yourself and get started!

## Podcast series plan

Unit or project responsible for the podcast series:

Authors:

|  |  |
| --- | --- |
| Name of the podcast series |  |
| Target audience for the series (listener profile) |  |
| Aim of the series |  |
| Host(s) |  |
| Amount of episodes | Continuous / Pre-defined number of episodes |
| Jingle of the series | Choose a jingle from the [Metropolia Media Bank](https://mediapankki.metropolia.fi/). |
| Publication channel | Metrospective Pop OR Metrospective Pro |

##

## Manuscripts for the episodes

Copy as many manuscript tables as you have episodes coming. It's a good idea to keep the episode script snappy so that it fits on one page, which is easy to take along to the recording session.

### Episode X: Name of Episode (e.g. Episode 1: Promoting European values)

**Scriptwriters of the episode:**

**Participants of the episode (max 4, when recorded in Metropolia's digital studio):**

**Recording and editing:**

**Content plan/manuscript**

|  |
| --- |
| **Intro** |
| Welcome to the XX podcast [briefly what the podcast series is about]. In this episode, [a short summary of what the episode is about] OR some other kind of hook to get the listener on board straight away. I am... [host introduction] and in conversation with me are... (names, titles, organisations). |
| **Themes, bullet points, and supporting questions** |
|  |
| **Outro** |
| Remember to thank your guests, co-hosts, and the listeners! Partners and potential funders are mentioned at the end of the episode, e.g. The XX podcast is produced by project X / as part of activity Y / in collaboration with Z. |

Remember to take a photo during/after the recording session!

Publishing consents can also be arranged during the recording session.