

[Intro music]

Intro:

Host: Hi and welcome to _____, I’m _____. I’m joined today by **[Guest]**, an expert in _____ to discuss _____. Hello, **[Guest]**, and thank you for joining me today!

Guest: Thanks **[Host]**, very happy to be here.

Host: Awesome! Let’s get right into it. First, though, if you are a fan of this podcast, please do follow the show on _____!

Question 1:

[This is the first question you’re going to ask your guest. Start with background info, more basic stuff, and then build up to their more specific knowledge]

[Important! You should be reactive as an interviewer – respond to guests’ answers and allow the conversation to build off of their responses. Don’t just blindly read off your questions, it’s not engaging for listeners. Keep the conversation flowing but also be mindful of not straying too far off course, keep control of your interview by bringing your guest(s) back into your planned questions.]

Transition into...

Question 2:

[Questions should build on one another, each feeling like a natural continuation of the previous one, building on concepts explained earlier on.]

Mid break:

[Break during the episode which includes your most important CTA OR a message from your sponsors]

Transition into...

Questions 3, 4, 5...:

[Just repeat the process until you have asked all the questions you wanted and have reacted in conversation to any tangents or other areas of interest your guest may have added.]

Outro:

Host: And that’s it! Thanks so much for listening, and thank you to **[Guest]** for joining me today, make sure to check out their _____ which is releasing soon

Guest: Thanks, It’s been great to be here.

Host: Where can people find and connect with you?

Guest: Connect with me on...

Host: Until our next episode remember [podcast notable] – **[podcast tagline]**.

[Outro music]