**Planning a Podcast Idea:**

**Host name:**

**Guest name:**

**Introduction:**

*How are you going to introduce your podcast episode?*

*What will you say so that listeners understand what your podcast episode will be about?*

*How are you going to introduce yourself?*

*How are you going to introduce your guest?*

**Key points for discussion:**

*What key points do you want to discuss and raise in your podcast?*

*Do you want to include key facts or information?*

*Do you want to include personal experiences?*

**Key questions to be posed to guest:**

*What questions do you want to ask your guest?*

*What order do you want to ask these questions in?*

**Round up:**

*How do you want to end your podcast?*

*Do you want to inform listeners of where they can access your podcast in the future?*

*Do you want to end on a key point?*