PG&E Podcast Template

Cold Open (Tease w/ Music)

* **Host and Guest VO**:

(Soundbite from Show: (6-10 sec)

Podcast (Intro Music) (5-10sec.)

* **Host welcome and Overview**

*“I’m Angela/John and welcome to the \_\_\_\_ Podcast.”*

*“Today, my guest is Todd Hohn/Todd Conklin who is the \_\_\_\_\_\_\_ and he’s going to help us understand \_\_\_\_\_\_.”*

*“Essentially asking the question “How do we start…when safe?”*

* **Guest/Host Banter**
* *“How are you Todd?”*
* *“What can you tell us about today’s topic?”*

(This is where Todd gives an overview statement about today’s topic)

* **(Mini Campaign) Questions from Employees Transition**

*“So to get us started, we have some questions from employees regarding today’s topic and I want to talk through some of these…”*

1. ***Question***

(Conversation begins here)

1. **Question**

(Conversation continues here)

1. **Question**

(Conversation wraps up here with final question)

* **Summary of Topic (Host and Guest)**

(This is where we very briefly revisit all three questions related to topic)

(We also tie up any loose ends and provide a resolution for the listeners on how they can put today’s conversation to use in the workplace)

* **Call-to-Action**
* *“If you want to learn more about \_\_\_\_\_ then feel free to visit \_\_\_\_ for more information.”*
* *“Also, head over to our Microsoft Stream page where you can comment on today’s show and ask us any other questions you have about today’s topic.*
* *And don’t forget to like and subscribe for a direct link to future episodes of the \_\_\_\_\_ podcast.”*

Conversation Close (w/ Music)

(10-20 sec)

* *“Todd, thanks for being with us today.”*

(This is where you can adlib a bit)

* *“And speaking of future episodes we’ll have Todd\_\_\_ back next week as we discuss the idea of learning how to assess* ***“What failed, not who failed.”***
* *“Thanks for listening to the \_\_\_\_\_ Podcast, I’m Angela/John (insert tag-line here)*