

Examples

Show format with guest:

Welcome everyone, this is your host, _____ at the _____ Thanks for tuning in! Today my guest is _____ and will introduce him/her in a moment...

But first _____

Do short bio for your guest

Go into interview questions or bullet points: (you can make this more scripted based on your preference

Tell us what brought you to what you do today. (your story)

Describe what you do, your business and what makes you unique.

Insights to share (open ended) your area of expertise, how you work with people.

Use the bullet points your guest has provided for content here

Have some filler questions to use if you need to:

Favorite book,

What does _____ mean to you?

What is _____ Same question you ask all guests

How can people connect with you, find your book, website, offerings, etc.?

Show format without guest:

Welcome everyone, this is _____ your host here at _____

Today _____ (your topic)

But first _____ (announcements, reminders, etc.)

Content:

Bullet points or script to keep you on track]

Close:

Summary or key point you want them to take away

CTA

Sign off