

Podcast interview plan

Plan an opening, a useful question sequence and an ending without scripting the guest.

WHEN	FOR	UPDATED
Before inviting the guest	Podcast hosts and producers	2026-10-05

00 **Fill in**

11 FIELDS

Guest name and pronunciation	Guest's relevant experience
Listener and problem this episode helps with	Topic boundaries and claims to verify
Introduce the specific problem	Explain why this guest can discuss it
First concrete question	The one useful takeaway
Guest links to verify	Agreed corrections or sensitive sections
Follow-up clips with supporting timestamps	

01 **Main conversation**

7 CHECKS

- ☐ 1. What happened? Ask for a specific situation.
- ☐ 2. What did the guest try first? Ask what changed.
- ☐ 3. Where did that approach fail? Ask for limits.
- ☐ 4. What would the guest do differently now?
- ☐ 5. What can a listener try without specialist access?
- ☐ 6. What evidence supports the central claim?
- ☐ 7. What should a listener avoid overgeneralizing?

Next Send the interview after recording.

Keep the original take. Studio prepares an edited episode and candidate highlights for review.

Edit this recording in Studio

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-podcast-interview-plan>



SCAN TO OPEN