



Podcast Recording Day Guest Checklist

Being a great guest starts before your interview. Here are some gentle reminders to help you prepare for your interview day.

✓	Guest Podcast Recording Session Reminders
	Please restart your computer before your scheduled interview.
	Confirm that your mic and headphones/earbuds are plugged in and working. (I suggest that you use the Test Audio feature in Zoom before joining the call)
	Check your internet connection. Wired is always better than WiFi, when possible.
	Please turn off/silence your cell phone.
	Close all computer programs and browser windows that you don't need to have open, including email. Please pause any cloud syncing applications (Dropbox, Box, Drive, etc.).
	If you don't have access to a professional microphone and must call in for your interview, please use a wired landline (<u>no speakerphone</u>). If you must use a cell phone, please use headphones/earbuds, and <u>do not use speakerphone</u>. Cell phones are okay if the signal is good. If the call drops, you can always call back.
	We will start the Zoom call with video on. I often ask guests to turn video off to improve the sound quality. We can play this by ear depending on your connection that day.
	Relax and speak slowly, slower than your normal speech cadence. If you stumble or mess up, don't worry. Everything can be edited and we encourage you to pause and start your sentence over from the beginning.
	Please have one preferred form of contact information (any applicable ways to connect with you, such as website, social media accounts/handles, phone number, and/or email) handy so you can share it at end of the interview if listeners want to reach out to you.
	If you use any industry jargon, please be prepared to explain it /expand on it, so anyone listening can tune in and understand your message without being an expert in your field.