



## BEFORE THE RECORDING (A Few Days Out)

- Listen to two or three episodes of the podcast
  - Note the host's style, format, tone, and audience
  - Write out your talking points and core message
  - Send your talking points to the host
  - Confirm recording date, time, & platform with the host
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## YOUR SETUP

- Microphone (USB or XLR over built-in laptop mic)
  - Headphones (over-ear preferred, earbuds acceptable)
  - Recording platform installed and logged in (Zoom, Riverside, Squadcast, etc.)
  - Stable internet connection confirmed
  - Audio levels tested and sounding clean
  - Test your setup with a friend
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## YOUR ENVIRONMENT

- Recording in the quietest room available
  - Door closed
  - Windows closed
  - Pets secured in another room
  - Soft surfaces in the room (carpet, curtains, clothing, blankets)
  - Hard, flat surfaces covered where possible
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## THE HOUR BEFORE

- Phone silenced or on airplane mode
  - Anyone else in the space has been told you need quiet
  - Computer notifications turned off
  - Drank plenty of water
  - Glass of room temperature water within reach
  - Bladder emptied
  - Notes and talking points visible but not distracting
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## DURING THE RECORDING

- Headphones on
  - Mic positioned correctly
  - Listening actively, not just waiting to talk
  - Using the host's name naturally in conversation
  - Replacing filler words (*um, uh, you know*) with a breath or a pause
  - Relax & have a good time
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## AFTER THE EPISODE GOES LIVE

- Share the episode on your social media channels
- Send it to your email list if you have one
- Personally tell colleagues, friends, and collaborators who would find it valuable
- Tag the podcast and the host in your posts
- Send the host a thank-you message