

FOR MY GUESTS

I can't thank you enough for being willing to come on my show. I'm confident that your experience and expertise will be of great value to my listeners. I just wanted to give you a quick bullet list of things that you can do to prepare for our conversation.

Please read through the list and make any adjustments you are able to make **prior** to our conversation. Following these suggestions will enable us to make the most of our time.

- Visit the necessary "personal room" *before* our scheduled time to chat.
- Have a glass of water nearby... you'll probably need it.
- If you think you might reference any websites or links, please have them open and ready so you don't have to hunt for them during the conversation.
- Turn off all non-essential programs on your computer to enable our recording to happen with less potential for technical glitches.
- Please use a wired computer connection (not wireless) if at all possible.
- Find a quiet place for our conversation.
- Make sure all potential noise-makers are turned off or taken care of ahead of time (phones, email, children, pets, etc.)
- While we are doing our interview, please don't bump the table, scoot things around your desk, click pens, or anything else that might make noise. We want our interview to be as professional sounding as possible.
- Use a microphone ***other than*** your built-in computer microphone if at all possible. Even a microphone that is built in to your ear buds is better than your computer microphone.
- Make sure your computer speakers are turned down, **or** wear headphones or ear buds while we talk. This will help us avoid feedback and electronic echo in the recording.
- We'll do a quick microphone and sound check before we begin our conversation.

Thanks again for agreeing to chat with me. I'm eager to bring your knowledge and insights to my listening audience!