



Pre-Interview Chat Best Practices

Overview of document:

The following is an overview of the best practices for your "pre-interview chat" with your guest before you start recording your podcast.

IMPORTANT

This is a sample document. The items listed below are best practices that we've used and found success with using. However, every Podcast is unique – make your pre-interview chat your own!

- Keep things relaxed and concise.
- Respect their time and be professional.
- Here are some questions it may be helpful to run through before you start the interview:
 - Hi **[insert guest name]**, how are you doing today?
 - Your audio sounds great, how am I coming in? *(Make sure this is true)*
 - So, let me tell you a little about the audience you will be talking to before we hit the record button. **[Insert your show name]** listeners are ***[explain the members of your audience for your guest so they understand who they are talking to]***.
 - The interview should take about **[number of minutes]** from start to finish... is that ok?
 - Name pronunciation?
 - Notification sounds *(make sure you remind them to turn their notification sounds off)*
 - Do you have your Success Quote ready? – Share it with me* *(write it down)*
 - A little forewarning, I always start the show off by asking you our tagline "Are you prepared to Ignite?" Are you ready to answer in the affirmative?*
 - Well those are all the questions I have, but I would love to answer any YOU have before we start
 - Ok, let me sync up our audio, and then we'll start!

**These questions or statements will vary depending on the content of your show.*

