



Request A Guest on Your Show

Overview of template:

First, establish your authority/credibility and make your request an appealing one for your potential guest – what's in it for them? If you don't have any authority/credibility yet, then include a compelling reason why your guest should want to be on your show within the first sentence or two.

Then, include some specifics about your show: what type of content do you share?

Follow this up with why you think they'd be a perfect fit for your show, and thank them for their consideration.

End by making sure that the process is as easy as possible. Give them a link to schedule a time for the interview, and include any other details you think would be helpful (we include an interview flow so the guest knows exactly what they can expect during the interview should they decide to book).

IMPORTANT

Do not copy this template word for word. We've provided this as an example so you can use the ideas and flow, but put it in your own words. Every podcast is unique - make it your own!

Hi XXX!

I would be thrilled if you would join me on **[show name]**, a **[any accolades like "top-ranked" or "#1 in New & Noteworthy"]** podcast averaging over **xxx** unique downloads each month in over **xxx** countries. ***I know you are busy, and that's why [show name] is an easy 30-minute audio-only interview over Skype***.

**Make sure this statement is true of your show. If you do video, plan on interviewing for more than 30 minutes, or use something other than Skype to record, then you should note that here.*

We've had incredible guests such as **[name some of your past guests here]**, share their inspiring journey **[or whatever it is that your guests provide/share]** with our audience. **[Show name]** has been featured in **[any magazines or well-known sites where you've been featured]** because of **[why you were featured]**.

I would be honored if you would be willing to share **your [what will you be asking them to share?]**, as it will surely **[do X, i.e. "inspire"]** for our listeners. ****As an Officer in the US Army for eight years, I saw first hand just how valuable motivation and direction can be, particularly during my 13-month tour of duty in Iraq, which is why I am so passionate about "paying it forward".****

***Insert something here about your own experience so your potential guests knows why you feel it's important to share their insights with your audience.*



If you accept, I will be <*humbled / grateful / thankful / excited / pumped*>, as your story will **[what will it do for your audience?]**.

Here is the link where you can schedule a time that works for you!

[Insert link here – I recommend using a tool like [OnceHub](#) to book your interviewees – make it easy for both you and them to see exactly what dates/times are available]

The interview flow can be found at the link below!

EOFire.com/flow

<insert your tagline / signature here>

[At the very end of the email we include our waiver language (below). This language is also included at the end of the interview flow doc linked above. This language was not drawn up by a lawyer – we include it here to give you an idea of how we get an “acknowledgement” from each of our guests to retain the rights to their interview.]

Recording: By participating in the Entrepreneurs On Fire interview, you agree to allow EOFire, LLC to record, distribute, and disseminate the podcast in any manner. You also agree to allow EOFire, LLC to retain rights to the produced media for potential future use in speeches, books, and in all other public distribution.

*Important note: if you are not yet known in your industry for the message you’re sharing, then be sure and let your guest know **at the beginning of your request why they should want to be a guest on your show.***

