

Interview Checklist

Before Connecting with my guest:

- Make sure my input and output sounds selections are accurate
- Confirm Internet is up and running
- Have any notes, guest bio, or other info necessary
- Be prepared to take notes during interview
- Bathroom break
- Fill up my water

Once Connected with my guest:

- Greet your guest; ask them how they're doing - pre-chat is a good thing!
- Confirm their audio sounds great (their input and output selections are accurate)
- Confirm that they're hearing you okay
- Ask how they pronounce their name (even if you think you know, double check)
- Remind them to turn any notifications off (on their computer, their phone, etc)
- Ask them if they have any questions before you dive in

HIT RECORD & HAVE SOME FUN!