



PODCAST PRE-FLIGHT CHECK

- ★ **The recording** will be edited. Don't worry if you slip up, correct yourself, or have a brain freeze!
- ★ **We want** to make you sound good and your information easy to understand for our listeners.
- ★ **Phones OFF!**
- ★ **Don't preempt** the host's questions, take a breath before answering.
- ★ **Relax**, the host will guide you through the interview with their questions.
- ★ **Don't interrupt** or talk over the host. (makes editing impossible and listening awkward)
- ★ **If you're** in the same room - speak into the microphone (you should be a handspan away, putting your thumb on your nose and wiggling your fingers optional)
- ★ **If you're** doing a remote interview, use a headset microphone.

