



THE PODCAST GUEST GUIDE



SO YOU'VE BEEN BOOKED ONTO A PODCAST - THAT'S FANTASTIC! BUT HOW CAN YOU ENSURE YOUR EXPERT KNOWLEDGE SHINES THROUGH DURING YOUR SESSION?

BEING PREPARED FOR YOUR INTERVIEW GOES BEYOND SIMPLE TALKING POINTS. THE PODCAST HOST WANTS TO CAPTURE THE BEST CONTENT, AND THERE ARE NUMEROUS WAYS YOU CAN HELP THIS PROCESS.

WE'VE COMPILED A LIST OF HELPFUL HINTS SPECIFICALLY FOR PODCAST GUESTS. FOLLOWING THESE TIPS WILL MAKE YOU APPEAR MORE PROFESSIONAL, CUT DOWN ON PRODUCTION TIME AND REPRESENT YOU IN THE BEST LIGHT TO LISTENERS.

GOOD LUCK!

@MISTERDANDERSON



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TALKING POINTS & NOTES

Some hosts will work with you on predetermined talking points. Having these points with notation handy can help with the flow of the podcast. Be sure to let the host know of any topics which are not to be discussed.



BE ON TIME & READY TO ROLL

This one should go without saying, but a lot of podcast hosts batch record their episodes on single days. Being on time (or ideally early to test levels and quality) will make you a quality guest that everyone will want to work with.



INTERNET CONNECTION & WI-FI

With the demands of streaming audio and video, utilizing Wi-fi is an absolute no-no. Always use a wired ethernet connection to conduct your interviews. Using wi-fi may result in cut-outs, digital artifacts and can make your responses unusable for the final edit.



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BACKGROUND NOISE

While you aren't expected to have a soundproofed studio for a podcast interview, eliminating background noises within your control goes a long way. Pets, fans and appliance hum are all examples of podcast ruining ambient noise. Pick a location and time that removes/reduces these noises.



DISTRACTING HABITS

Small noises and habitual actions can distract and ruin a podcast interview. Be mindful of unconscious actions such as tapping, pen clicking, chair leaning and other sources of ambient noise which will bleed into the microphone.



HYDRATION & VOCAL STAMINA

Be sure to keep hydrated and don't be afraid to ask for a quick water break between questions. Pauses can be edited out and the host will prefer this to coughing and/or loud drinking while they transition to the next question.



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CELL PHONES

Silence your phone (including turning off vibrate, which will transfer through a table into a mic feed) and ideally put it somewhere it won't distract you.

The interview should be your main focus at all times.



MICROPHONES

Although internal microphones are convenient, you will never get quality audio. Invest in an external mic (USB mics can run for <\$100), and test the quality and volume before the interview begins. Don't be afraid to ask the host if everything sounds good.



HEADPHONES

Headphones should always be used for conducting an interview. A simple set of earbuds will work, although a basic set of over-ear headphones will allow you to hear and interact with more confidence.



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PROJECTION & MIC TECHNIQUE

As with any recorded audio, your distancing and mic technique should always be considered. Work on speaking clearly, focusing on keeping a level vocal volume and consistent distance from the mic. Be mindful of plosives and volume spikes such as laughing.



VIDEO VS. AUDIO

In some cases you may conduct an interview via video conferencing. Remember, a podcast is primarily an audio experience. Focus on the audio recording quality over how you “look” on the video.



CLOSING STATEMENTS

Almost all podcasts will end with a closing statement and a call to action with your personal information. Have this section rehearsed or written down with effective ways for the audience to discover your content.