



Guide for Podcast Guests

Welcome to the Podcast! Thank you for sharing your experience! We're so very excited to have you as our guest and look forward to a fantastic recording experience! To ensure a smooth and engaging episode, please read these easy to follow guidelines:

Content and Tone

- Keep the conversation positive, upbeat, and optimistic.
- Avoid politics, negativity, profanity, or disparaging remarks.
- Focus on sharing valuable insights and experiences.
- Stay on topic, have bullet pointed notes to guide the conversation.
- Speak quickly but clearly about the content agreed upon.

Preparation

- Familiarize yourself with the podcast format and style. It's fast paced!
- Prepare relevant and on topic stories that are short or anecdotes to share.
- Jot down exciting key points you want to discuss.
- Have water available during the recording.
- Refrain from eating, drinking alcohol, smoking, chewing, holding pets or holding children.

Technical Requirements

- Use a wired internet connection from a desktop or laptop. Phones won't work.
- Position a desktop microphone directly in front of you. No headsets, please.
- Interview in a quiet space to minimize interruptions.
- Have your background as plain as possible, wear a different color than your background. Ensure no backlighting from the sun or bright lights.
- Have a backup desktop or laptop ready with the link ready to connect.
- Clean and focus your camera lens. Test your equipment beforehand.

Video Quality (if applicable)

- Center your upper torso in the frame. This helps with editing.
- Avoid eyeglasses if possible and use contact lenses if possible.
- Use room lighting or a lamp in front of you. If you wear glasses avoid ring lights.
- Maintain a professional appearance.

During the Interview

- Relax, be yourself, and connect with listeners.
- Keep your responses concise and focused.
- Speak clearly and at a moderate pace.

Best Practices

- Be on time for the recording session.
- Use a hard-backed chair to minimize movement.
- Keep pets in another room.
- Silence all devices and close unnecessary browser tabs.

Handling Technical Issues

- Stay calm and communicate through the chat or text 412-352-3343.
- Have the recording link ready to reconnect if necessary.

Additional Notes

- Selling relevant material is okay! Send us a link so we can add it in the show notes!
- Send images or documents and working links to norman.domek@thetawaveblue.com at least 7 business days in advance, including copyright information if needed.
- If you have any questions, please ask.
- Email is norman.domek@thetawaveblue.com or call Norm at (412) 352-3343
- This will be your link (click no headphones and Capitalize your First and Last name correctly): link : [Theta Wave Blue Media Podcast Studio](#)

Thank you for being part of the Theta Wave Blue Podcast! We value your insights and look forward to an enjoyable conversation.

Guest Release Form: <http://www.thetawaveblue.com/podcast>

Warmest regards,
The Theta Wave Blue Podcast Studios Team