

# GUEST APPEARANCE GUIDE.

WAVEBREAKER  
Productions

**How to look and sound great for your video podcast interview.**



At Wavebreaker Productions, we help our clients share their stories through guest podcast appearances that build credibility and genuine connection. This short guide ensures you look and sound like the pro you are when recording remotely on Zoom or Riverside. No studio required — just a few smart tweaks that make all the difference.

## POSITIONING & FRAMING

- Keep your camera at eye level. No one looks their best when the audience is staring up their nose. Use a few books, a laptop stand or a tripod to get the right height.
- Frame yourself from the chest up with a little space above your head.
- Choose a calm, uncluttered background. A tidy corner, neutral wall or a few plants work wonders. Avoid sitting in front of a bright window unless you enjoy the mysterious shadow look.
- Sit about an arm's length from your camera and face it directly.

**Because every great interview starts long before you hit record**

Follow these simple steps and you'll sound sharp, look professional and come across naturally. Think of it as the podcast equivalent of good lighting and a strong coffee, small things that make you shine.

## LIGHTING

- Lighting makes or breaks a video interview. The goal is soft, even light on your face.
- Face towards a window or use a ring light.
- Avoid harsh overhead lights that create unflattering shadows.
- If one side of your face is darker, add a small lamp to balance it out.
- If you wear glasses, tilt the light slightly above eye level to avoid glare and the accidental “laser beam” effect.

## SOUND & MICROPHONE

- Good audio is half the battle, and bad audio will make even the best story painful to listen to.
- If you can, use a proper USB microphone or headset.
- Wired earphones are the next best thing. Bluetooth can be a little unpredictable.
- Pick a quiet space with soft furnishings like curtains or carpet to cut echo.
- Silence phones, fans and any surprise background singers.
- Mute yourself when you're not speaking if others are recording at the same time.
- Smooth connections keep things stress-free.
- Plug in directly to your router if possible, or sit close to your Wi-Fi source.
- Shut down any extra tabs or apps that might steal your bandwidth.
- Make sure your device is charged or plugged in.
- Always wear headphones to prevent echo.

## INTERNET & TECH SETUP

Before your interview, give your microphone a quick test run, it only takes a few minutes and can save you from the dreaded “Can you hear me?” moments later.

### For PC users:

- Plug your microphone into a USB port, then click the speaker icon in your taskbar.
- Select Sound settings and check that your microphone appears under Input.
- Tap the mic gently — if the level bar moves, you're ready to go.
- In Zoom or Riverside, open Audio Settings and select the same device under Microphone.

### For Mac users:

- Connect your mic and open System Settings → Sound → Input.
- Choose your microphone from the list and speak to confirm the input level moves.
- In Zoom or Riverside, select the same microphone under Audio Settings.

### Extra Tips:

- Record a 10-second test clip and listen back.
- Keep your mouth about a hand's width from the mic for clear, natural sound.
- Avoid tapping or bumping the desk — even the best mic can't forgive that.
- Solid colours look best on camera. Loud patterns or stripes tend to dance on screen.
- Sit up straight but stay relaxed — confidence always reads well.
- Do a quick tech check on Zoom or Riverside before the call.
- When you speak, look at the camera lens rather than your reflection. It feels odd at first but helps you appear more connected and present.

## FINAL TOUCHES

We help you show up with confidence, sound your best and share your story in a way that truly connects with every audience you reach and inspires lasting impact.