Module 5 Cheat Sheet – Prepare for Your Podcast Interview

Lesson 1: Prepare Your Tech

Key Takeaways:

➢ Invest in quality equipment and a fast internet connection. This is part of your professional toolkit.

➢ Do what you can to prepare the immediate surroundings where you'll be recording to cut out noise and distractions.

Learning Objective:

✓ Set up the appropriate technology so that you come across as a professional podcast guest

What Tech Do You Need?

✓ You don't need to spend a fortune on equipment

✓ But you need good enough material to produce a professional sound

✓ Most important are your microphone and headphones or earpiece

✓ Have a camera for video podcasting

✓ Your total outlay on equipment will be $150 - $200

✓ Don't use your computer's built-in camera

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- ✓ Check that you have fast Wi-Fi and phone connections

- ✓ Investing in quality materials is worth it in the long run

- ✓ Check everything works, then check again 60 minutes before the interview

- ✓ Have back-up plan with your host in case of tech glitches

- ✓ Outsource anything technical if you don't feel confident

Prepare your environment

- ✓ You have control of your environment

- ✓ Have a dedicated space for your interviews

- ✓ No extraneous noises which can distract the audience

- ✓ Dampen hard sound with pillows, towels, etc.

- ✓ No dogs, kids, or other interruptions

- ✓ Turn off devices and notifications on your computer

- ✓ Turn off your phone

- ✓ Shut down all other apps using your internet

- ✓ If at home, get others off the internet