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# Guest Set Up to Win Packet

## *Podcasting Launch Course for Professionals*

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- I. Sit down and think about what you would like to let your guest know about you and your show prior to being a guest on it.
  
- II. Think about whether or not you plan to have guests answer questions ahead of time. You can use Google Forms or Calendly to facilitate this.
  
- III. Create a script outline for a short welcome video.
  
- IV. Record your welcome video (touch on who you are, what your show is about, what mics are good to use, how to prepare for recording day, etc.).
  
- V. Include the welcome video in your welcome email to your guests (see the Podcast email templates).
  
- VI. Create your Guest Packet and include it in the welcome email you send to your guests (see the Guest packet example and toolkit).

Here is my welcome video:

[Podcast Welcome Video](#)



**FEARLESS  
FREEDOM**

*Dr. G*

~ Guest Packet ~



## ~ Before the Interview ~

Thank you for being a guest on my show!

This packet will help you to prepare for our discussion.

Please email all requested items to:

info@fearlessfreedomwithdrG.com

- I. Email a 5-6 sentence bio
- II. Email a high-resolution headshot
- III. Try to be in a quiet place for the call
- IV. I record in AUDIO ONLY over ZOOM
- V. Here is the link to the Zoom conference room we'll record in:  
<https://zoom.us/j/2403505275>
- VI. Wearing earbuds hooked to your PC may improve Audio
- VII. Silence your phone
- VIII. Let's have fun!



## ~ The Interview ~

This is the general flow of the show. We'll get into much more than is outlined below, but here are the topics that we will definitely discuss:

- I. Greetings: Welcome, introduce work of guest based on bio, the opportunity to talk about current and upcoming projects.
- II. Story Share: brand story, your journey.
- III. Teachable Moment: What do you want the audience to know? What do you wish you had known before you started your journey? What is the most important lesson you learned and are willing to share? What is the fear you are facing currently? How is your plan to conquer it going?
- IV. Fill in the blank

Complete this sentence:

To me, fearless freedom means \_\_\_\_\_

If I am fearless, I will \_\_\_\_\_

My battle cry is \_\_\_\_\_