Dear [GUEST_NAME_HERE],

I'm excited to get the chance to chat with you soon for our scheduled podcast episode on [DATE_HERE].

Here are just a few tips and suggestions to ensure we both get the most out of this time together:

- If you have one please be prepared to use a podcasting microphone for this interview. If you don't have one you can [pick up this USB headset on Amazon](#) which plugs directly into your computer and provides great sound. If you can't do this please use a set of earbuds like the ones that come with your smartphone. They provide higher quality sound than your computer's native microphone.
- Please be in a quiet room for our call where you're not likely to be interrupted. Ideally this is NOT a conference room or other large space with a lot of hard, flat surfaces. These create more echo and reverb than a smaller space with things like a couch or other soft surfaces.
- Please turn off your cell phone and notifications on your computer for our call.
- Our call with last approximately [TIME_HERE] with time for a bit of prep ahead of the interview and to wrap things up at the end.
- Here are the topics that I'd like to cover during our interview. We'll likely digress a bit, but this is a general feel for where I'd like to take things:
  - Point 1
  - Point 2
  - Point 3

I will follow up after our episode and ahead of when this episode will go live to provide you with a link to share our episode and some social media assets that you can use to best help promote your episode.

If you have any questions or need anything ahead of our interview please let me know here via email.

Thanks so much and looking forward to talking on [DATE_HERE].