Podcast Guesting Success Tech Checklist

Run through this list when you set up your equipment.

Run it again 15 minutes before you start the interview.

	✔
Ensure that you have a good Internet connection & phone connection	
Check your microphone. Is it plugged in? Make sure that the earpiece is working	
Check your camera is working	
Double check you're not using your built-in mic and webcam	
If using Skype, make sure that you are connected to it	
Close any programs running in the background that could cause interference.	

APEX-ABLE Education

Set up your computer in a quiet room with a door that can be closed	
Avoid having children, dogs, cats or anything that will be a distraction close by	
If you're using lighting, make sure it's set up and that the bulbs work	

15 minutes before the interview time:	
Get your notes ready	
Sign-in to any recording platform as they can take a while to load	
Open up any tech and download any upgrades that are available e.g. Skype. Reboot your computer	
Go to the bathroom	
Get comfortable in your chair	
Take soothing deep breaths	
Focus on how you're going to help listeners on the interview	

APEX-ABLE Education