



Interview checklist for podcast hosts

Do not begin any interview until all elements of the checklist have been verified, in order to ensure a seamless post-production process and fewer quality inconsistencies.

Pre-production

- ☐ Send email to potential guest
 - ☐ Include interview recording schedule (Calendly embedded in email) & time for pre-interview chat
 - ☐ Include facts about podcast audience, topics that will be discussed
- ☐ Send email confirming the interview 24 hours before the recording

Pre-interview

- ☐ Send the Riverside link to guest 30 minutes to an hour before the interview
- ☐ Make sure guest is using the latest version of Google Chrome or Microsoft Edge
- ☐ Make sure all devices are plugged into a power source
- ☐ Test recording to ensure sound and video quality on the day of recording
- ☐ Ensure everyone's settings have the right audio input (microphone) and audio output (headphones/speaker)
- ☐ Make sure camera angle is at eye level
- ☐ Make sure lighting is good, using a ring light or make sure everyone is facing a source of light to ensure optimal video quality
- ☐ Make sure questions are nearby
- ☐ Make sure to start the recording before starting the conversation
- ☐ Check to ensure that video is recording and sound quality is good (about every 20 minutes)
- ☐ Remind all guests to have fun and be natural

Post-interview

- ☐ Make sure all recordings upload
- ☐ Send a thank you email to the guest following the episode
- ☐ Timestamp the episode to create chapters for YouTube
- ☐ Immediately download and add recordings to hard drive
- ☐ Select 6 clips to post on social media platforms
- ☐ Create captions for every clip, teaser, and full episode
- ☐ Finalize video and audio edit
- ☐ Create a posting schedule for clips
- ☐ Share the schedule with guests and request they share with their community