

Email template for booking confirmations

Below you'll find a template to send to your guests after they've been booked to appear on your show. Post-booking emails help ensure higher quality recordings, and prep your guests with everything they need before recording day.

Note: This template is just a guide. Feel free to adapt it to best match your style and tone.

Sample post-booking email template for guests

Hey [GUEST NAME],

I'm looking forward to having as a guest on [PODCAST NAME] at [TIME] on [DATE] to talk about [TOPIC]. I'm here if you have any questions ahead of our interview, and in the meantime, here's some helpful info before recording day.

The interview will be conducted through Riverside.fm. You can access the studio using this link: [STUDIO LINK].

Note: It is best to access this link using your Google Chrome or Microsoft Edge browser, or via Riverside's iOS or Android app.

The interview should last about [LENGTH OF INTERVIEW] and we'll be recording [video and audio].

A few more equipment notes:

- Please make sure to wear wired headphones during the interview if you have them.
- If you're using a laptop, iPad or phone, it's best to keep it propped up at eye-level.
- Please use a microphone if you have one. If not, and you have a microphone attached to your wired headphones, this can be used as an alternative.

Attached you'll find [any PDFs, guest forms, guides, previous episodes, or anything else you'd like to attach to the email].

Can't wait to have you on the show! And please let me know if you have any questions.

Thanks and talk soon,
[HOST OR PRODUCER NAME]