

# Guest checklist:

## Tips for recording day

*Before you begin your interview, here are just a few things to keep in mind and keep handy at your desk.*

- ☐ You'll be recording on Riverside.fm. Your host will send you a link to their recording studio.
  - Joining on your desktop or laptop? No need to download anything! But please join the session using Google Chrome or Microsoft Edge browsers
  - Joining on your phone or iPad? Download [Riverside's mobile app](#)
- ☐ Wear a pair of wired headphones if you have
- ☐ Position your camera at eye level if you can
  - Tip: Use a stack of books as an at-home laptop or phone stand to achieve eye-level
- ☐ Have a glass of water handy
- ☐ Silence your phone and pause computer notifications
- ☐ Close out any unnecessary apps, browser windows or VPNs
- ☐ Sit in a quiet room and be mindful of background noise (like squeaky desk chairs, pets, open windows, loud air conditioners)
- ☐ If you have, use an external microphone, rather than your computer's microphone. If you do not have one, a built-in microphone on wired headphones can work as an alternative
- ☐ If you have a window in your room, try to sit facing the window, rather than having a window behind you. The strongest light should be facing you.
- ☐ Relax! And have fun :)

If you have any questions, feel free to reach out to the show's host or point of contact.