

YOUR LOGO

# Podcast Name

- Hosted by - Host Name

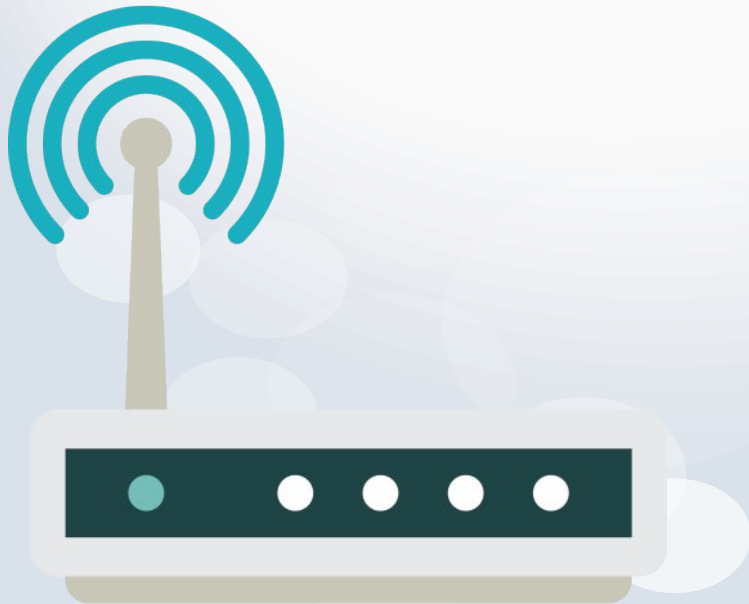
**Show Runtime - Approx 40-60 Mins**

Your voice and story must be heard, for this we will need to do a bit of preparation. Before starting the interview, you will need to check that the equipment used is in good working order. The room where you'll record will affect the sound quality, so please make sure that it is not too echoey or noisy. Offices, private libraries, bed rooms, workshops are usually great choices for a podcast interview. If you have a professional microphone we encourage using it but it is not mandatory. However, one piece of equipment that is mandatory is a pair of headphones, they don't need to be excellent or special in anyway, they just need to be used for monitoring purposes so we can isolate your laptop speakers from your microphone.



# Check Your Internet Connection!

Make sure that you are connected to a reliable internet connection. The best would be to connect your computer straight into your router/modem, however if that is not possible just having a strong signal on your device would be sufficient. Try not to use any public Wi-Fi or Hot-Spot connections. If you think your internet connection may not be strong enough, please get in touch with us and we will do a test right before the interview.



# Common Microphone Mistake












**DO**



**DON'T**



# Check List!

-  1. You will need Chrome installed on your computer *(if you don't have it, install it using [this link](#))*
-  2. Check your internet connection
-  3. Check that all unused software programs are closed.
-  4. Disable notifications on your device.
-  5. Check that the computer has enough battery or is connected to a power source.
-  6. Find a quiet space for the interview.
-  7. Stop the AC or any unused appliance that can be a noise generator.
-  8. Use a pair of headphones, this will solve a lot of technical issues.
-  9. Check your Input and Output levels *(If you don't know how to do this, we will help you, once joining the room)*
-  10. Prepare a cup of coffee or tea.
-  11. Join the recording room.

# Join Room

- <https://riverside.fm/yourstudio>
- e-mail for questions: [contact@mypodcast.com](mailto:contact@mypodcast.com)



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