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## *Pre-Podcast Procedures*

1. Set up date and time for podcast
2. Decide who will call who
3. Create a script (prepare questions in advance)
4. Email questions to interviewee 7 days prior to interview
5. Email Guest Tips.
6. Allow time for interviewee to ask questions.
7. Concluding the interview send a thank you note.

## *Podcast Procedures*

1. Test Equipment and sound levels
2. Connect with interviewee
3. Answer any last minute questions before recording
4. Confirm Pronunciation (name)
5. Thank the interviewee for their time.
6. Avoid yes or no question
7. Give appropriate time cues(such as last question)
8. Thank the interviewee for their time