

15 steps to get you ready for your first podcast interview



Before your
first podcast
Interview

You might find it intimidating to put together your first postcast inverview. There's lots of great resources out there that can tell you about the equipment you need (it's really inexpensive to get started) and podcast hosting. However, I want to focus on getting you ready for your first podcast interview so that you sound like you're an old pro.

The idea is to introduce you to a basic format and for you to practice producing a few interviews, before going live with your podcast program. This way, you'll feel comfortable moving between program segments and lose all the jitters and worry if your doing everything right.

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1. Set up your calling account: free acounts from Skype or Free Conference Calling
2. Select a practice theme for your podcast program
3. Convince friends and family members to be your practice guests

4. Discuss possible content with your practice guest
5. Define a topic for your practice podcast
6. Write out 5 basic key questions for your practice guest
7. Set a practice interview time limit – start with 10 – 15 minute interviews
8. Create a simple podcast introduction: name of podcast program, introduce yourself as host/hostess, a few words about the purpose/theme of your podcast program, a few words about today's topic – tell the audience what they are going to learn from your guest
9. Formulate a brief guest introduction: guest name, short bio of background and topic of discussion
10. Create a thank you closing: thank your guest, thank your audience for listening, invite audience to return and listen to future programs
11. Rehearse and rehearse your program segments: podcast program introduction, guest introduction, questions, thank you closing
12. Record your interview: free accounts from Audacity or Garage Band
13. Play back and listen: focus first on content and flow before you worry about sound quality, verify if your guest conveyed the information the audience is tuning in to learn about, adjust your sound settings that give you the best results
14. Listen to other podcasts (iTunes or Blog Talk Radio): after you've had some practice you'll be in a better position to listen to each segment and get a sense and feel of how the interviewer transitions between these different parts
15. Review and change any segment that will make your next interview even better

Best Interview Advice:

I guess the best advice I ever got or anyone could get for doing a talk show, though it has not been easy very often, was

from Jack Paar, who said, 'Kid, don't make it an interview. Interviews have clipboards, and you're like David Frost. Make it a conversation.'

Dick Cavett

Read [more](http://www.brainyquote.com/quotes/keywords/interview_2.html#TGT0GwTuRtDVgc3.99) at
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