HUG Podcast Network
Guest Checklist

Thank you for your interest in being a Guest on the HUG Podcast Network! Here is a checklist to help you make the most of your experience. You might enjoy watching our short video presentation as well.

___ Create a 150-word bio to help us get to know you and to write your script or fill out the Guest Bio Template and send to the proper Host

___ Once the bio has been turned into a script, the Host will send it to you for your approval. Proofread the script and either approve it or suggest changes for a better Listener experience or to correct any mistakes made.

___ After the script is approved, go to the Book Like a Boss link your Host will send you to schedule your recording session

___ Download Skype to your smartphone or computer. Send a request to connect with our Executive Producer, Anna Jaworski, by finding TexasHeartMom on Skype. If you're unsure how to request the connection, send a message on Skype and that will work to establish a connection.

___ Make sure you have a headset with a boom mic or microphone and headset (NO dangling mics, please)

___ If you don't have the proper equipment, make sure you send a note to your Host with your phone number including country code and area code

___ Start gathering digital photos for the Host to use in creating a slideshow for your program and for marketing your episode. Please find 20-30 photos including a head shot and one photo that is landscape (horizontal) in presentation to use as a Facebook event photo

___ Work on answering the questions on your script and timing yourself to be as succinct as possible

___ Practice answering the questions in a mirror to make sure you look like you're enjoying yourself. Don't forget to smile!

___ Sign into Skype about 10 minutes before your recording time, please.

___ After your show airs, please share it with everyone you know. Let people know how excited you are to be on a podcast and help to promote it so your message can reach as many people as possible.