



## Reminder Email

*To be sent the day before the interview.*

### Subject: Tomorrow's Interview

Hi *[First Name]*,

Just a quick reminder, we are scheduled to record your podcast interview tomorrow at *[Time]*.

If you haven't had time to check out the *[Site/Software]* we will be using for the interview, please login here *[URL]* to make sure you can connect and are familiar with the buttons. If you have any trouble, please let me know as soon as possible so we can address the issue. The quickest way to connect with me is *[contact info, Facebook URL, phone number, etc.]*

Please be ready *[X-minutes]* before the interview start-time so we can do a quick sound check before we begin and people are listening. Remember to:

- Grab your favorite beverage, tissues, and anything else you might need while doing the interview.
- Use headphones with built-in mic so your voice will be clear and vibrant during your interview.
- Turn off or mute your phones and tablets, as well as close other programs running on your computer.

We'll be covering:

*[Topic/Question 1]*

*[Topic/Question 2]*

*[Topic/Question 3]*

I'm looking forward to chatting with you. I know our audience is really going to love what you have to say.

Thanks for sharing your expertise,

*[Your Name & Contact info]*

