

READY, Set, Change! Podcast Interview Guest Instructions

Thank you for being a guest on the READY, Set, Change! Podcast, I look forward to our conversation. Below are a few things to note before your interview. Follow these instructions to have a successful session.

Podcast Purpose

To share information about transformation and change. We'd love to hear detailed examples of organizational change, transformative projects and ideas or thoughts about advancing the discipline of change management.

Technical Requirements

- We will use Zoom for the interview. When it is time for the interview, click this link to join: <https://zoom.us/j/92556695880>
- Turn your camera on. The podcast audio and video will be recorded, and both the audio and video will be used to promote your episode.
- I will start recording the interview when we get on zoom, but will let you know when the formal interview begins.
- If you have a proper mic or earphones with a mic, please use it during our interview to avoid echo and to ensure good audio quality. iPhone earbuds work fine. If you don't have either, we can use your computer's mic.
- Please find a quiet space to use while we interview.
- A room with carpet and few windows makes for the best quality audio.
- Silence your cell phone and programs on your computer that make sounds (e.g., email, Facebook, etc.)
- Try to be mindful of sitting still. Please no activity, driving, or treadmills!
- Try to maintain a consistent distance from your microphone.

Interview Duration and Format

- The podcast interview will last from 30-45 minutes. I will ask questions about your experience with change and transformation, both professionally and personally.
 - Below is a general outline of the interview. I'd like the interview to be conversational so our interview may not stick perfectly to this format.
1. Intro – I'll introduce you as our guest, with the bio/intro you provide (may need to edit if it's very long)
 2. Background – You'll briefly share your background.
 3. I'll ask questions to allow you to share your insights, lessons, and advice
 4. Closing remarks – You can drop some parting words of wisdom and provide a link to a product or your contact information. I'll specifically ask you to share a book you've enjoyed related to change.

Guidelines

- Be yourself! Listeners want to connect with who you are so they can take your insights and advice to heart.
- Don't mention specific clients by name.
- Feel free to mention your company.
- Feel free to ask me questions during the interview!

Post Interview Info

- I'll email when your interview is launched. Your interview will be available on my website, podcast platforms, including of course Spotify, as well as Apple Podcasts, Google Podcasts, Overcast, Breaker, Castbox
- I'll promote your podcast with my network, and ask you to promote your episode to your network and marketing channels as well!

If you have any questions, please email me at april@springboard-consult.com

Thanks again!

April Callis-Birchmeier



Springboard Consulting

READY, Set, Change! Podcast