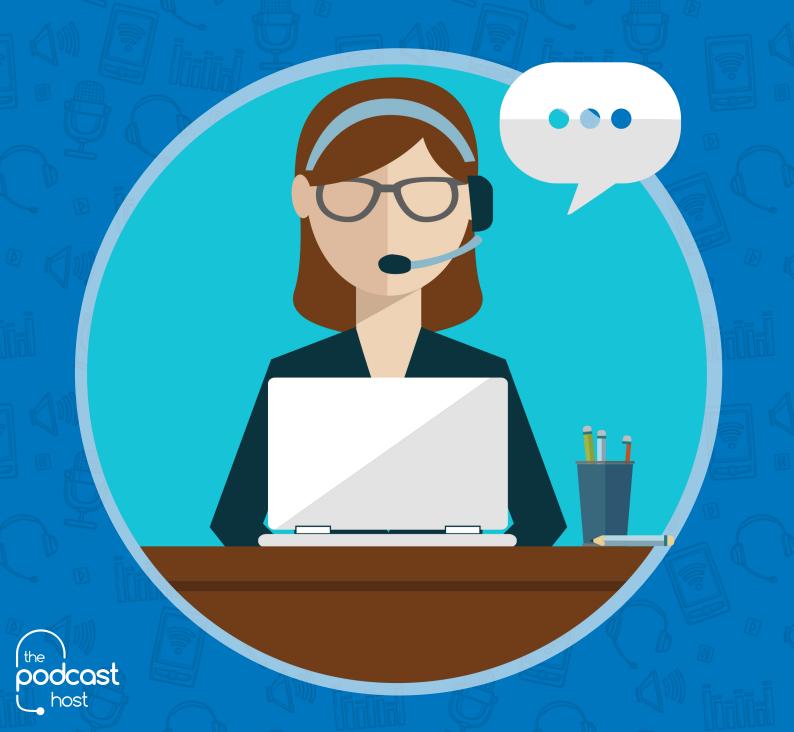# THE REMOTE/ONLINE PODCAST INTERVIEW ☑CHECKLIST

Doing interviews is one of the most popular ways to create podcast episodes.

They can be a bit of a minefield though. There's quite a lot of balls to juggle. From researching and preparing questions, to making sure you've actually hit record.

Fear not though, your days of dropping the ball when it comes to podcast interviews are over.

Simply run through this checklist before, and at the beginning of each interview.

We'll keep you right, so that you can relax and focus on recording a conversation that will bring value to your listeners.

Over time, this stuff will become second nature to you. But if you're ever feeling a little rushed or overwhelmed, this checklist will always be here when you need it!

## Pre-Checks: Tech & Logistics

☐ 1. Have you confirmed a date and time with your guest?
- Some tools that can help with this are Doodle, Calendly and BookLikeaBoss

☐ 2. Have you taken potential timezone differences into consideration?
- Be extra mindful of daylight savings changes. Google the current time in your guest's location in advance so you can make an accurate calculation.

☐ 3. Have you agreed on a recording platform, and exchanged account IDs?
- Take a look at our article on the best tools for recording a podcast online if you need more info on this.
- Booking tools, like Calendly and BookLikeaBoss can be used to source usernames during the booking process.

☐ 4. Have you talked to your guest about their recording and environment setups?
- Why not send them a copy of the Skype Interviewee Checklist

☐ 5. Have you arranged or carried out a 'pre-interview'? (optional)
- This involves getting together online with your guest to test out everything in advance of your recording time/date. Most people simply do this in the 5 minutes before starting the interview, however.
- Bear in mind, some experienced interviewees might not need this, or might find it a burden.

## Pre-Checks: Content

☐ 1. Have you researched your guest?
- Try to gather some interesting info from their website, social media channels, and a general Google search.
- Try to discover at least 1 or 2 non-work related subjects that interest them.
- Jot down their main social channels, usernames and the product or service they're currently promoting.

☐ 2. Have you briefed your guest on what you want to talk about?
- You don't need to send over a list of questions, but it can be useful. At the least, let your guest know what you're looking to get out of the interview. This is more relevant for factual/educational interviews.

☐ 3. Have you created some main questions you'd like to ask?
- Jot down 6 or 7 key questions. Not to follow verbatim - you want to listen to their answers and look for good follow-up questions. But it's good to have a framework of questions to build from.
- Jot down a hobby question, related to the non-work discovery mentioned above. This is a great way to relax an interviewee, break into a conversational mode and draw them away from their usual soundbites.

☐ 4. Have you created a list of 'fall-back' questions?
- If, for any reason, the interview should fall a little flat, have some other questions at-hand to liven things up and change track. For some inspiration on this, check out our post on Great Podcast Interview Questions.

☐ 5. Have you written the introduction?
- Introduce the guest live, if you can. Mention their main social channels, their current project and a little background. Getting this in at the start relaxes the guest, makes you look pro and, again, removes some of their usual 'soundbite' information, making your interview more unique.

## Sitting Down to Record

☐ 1. Are you both wearing headphones?
- This will help prevent any feedback or echo issues.

☐ 2. Is the connection clear?
- If there's any issues, try ending the call and starting it again. Also, try one or both of you moving to a different location in each building if you think it's a Wi-Fi connection issue.

☐ 3. Can you hear each other clearly?
- You should both be able to talk in a normal conversational tone and volume.

☐ 4. Are there any issues with their mic technique or background environment?
- Are they too close to their mic? Not close enough? Is there a dog barking in the background? Or kids running around screaming? Look after your future self by trying to sort these out during the recording, and not during the editing process.

☐ 5. Have you set your gain levels appropriately?
- You want a strong enough signal for both you and your guest, but not too loud or it'll 'clip'. Aim for the level metres to bounce around the -12 region.

☐ 6. Have you hit record?
- Don't be *that* person. Make sure you've hit record. Then check that you're definitely recording. Then check it again :-)