Podcast Guest Questionnaire

Send to guests about a week before recording · Template by Podzay (podzay.com)

Guest name: _____ **Recording date:** _____

1. How would you like to be introduced? (Name, title, company, one-sentence bio)

2. How do you pronounce your name and your company's name?

3. What are two or three topics you'd most like to talk about?

4. Is there a story you love telling that our listeners would enjoy?

5. Are there any topics you'd prefer not to discuss?

6. What's one practical takeaway you want listeners to leave with?

7. What are you working on or launching that you'd like to mention?

8. Where should listeners go to find you? (One link is best)

9. Links to two or three past interviews, talks or articles

10. Your social handles, so we can tag you when the episode goes live

11. Recording setup: microphone, headphones, and audio-only or video?

12. Anything else we should know before we record?

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