

# Guest Preparation Guide



Thanks for being an upcoming guest!

Please let me know if you have any questions or suggestions.

## Important First Steps

### 1. Deciding on a Main Topic.

If we haven't done so yet, we need to agree on a main topic/theme for the discussion. Ideally something that both serves your own business aims, and provides the audience of freelancers/solopreneurs with some take-away value.

Just email or message me with your topic - or let me know if I can choose something myself.

### 2. Book a time.

To go ahead and arrange a suitable time for our recording session, just go to

<https://aspectavenue.com/arrange-tff-recording>

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## How to join the recording session

At the time we've arranged, just go to:

<https://aspectavenue.com/tff-studio>

We'll have plenty of time for a little chat, before starting properly.

*Note that **The Freelancer's Friend** is also filmed - for our YouTube channel and other purposes.*

## The technical side

The interview is done via an online service called Riverside.fm, and all you need is:

- Google Chrome Browser.
- Microphone and headphones.
- Webcam.

## Other suggestions

Some tips to ensure we both - and most importantly, listeners - get the most out of our time together:

- Ideally, be in a room with good enough acoustics (not too large a space, or a space with a lot of hard, flat surfaces. These create more echo, reverb and nasty treble/tinniness. A smaller space is better, with soft surfaces).
- Please turn off your phone and notifications on your computer beforehand.

## What to expect, regarding questions and show format

We will have decided on a main topic between us, ahead of the recording. I'll have some prepared questions, but the interview itself is generally a freestyle discussion.

At the start of recording, I'll say a little bit about you - using info gathered from my research - and you'll be able to comment, or correct me if need be, of course.

During recording, it's fine for either of us to do another take of something we say - if we make a mistake or want to rephrase something, for example - and it will all be made right in the editing.

The end video will only have one of us on camera at a time (rather than split screen) so anything we say or do while the other person is talking can be deleted in post production (if we want to cough or drink etc.)

At the end of the discussion I'll invite you to plug anything you want to, and/or provide info on how people can learn more or contact you. Any links and platforms you mention, will get included in the Show Notes and on the website for listeners.

## What happens after the interview

### **Your Episode Sharing Pack:**

Once the episode is ready and distributed, I'll email you to let you know. It's hoped that you will share news of the episode with your contacts, network, clients and/or followers.

To help make this quick and easy for you, and hopefully good content for your audience, I'll send you a URL for the episode (a page with various info about the episode at [aspectavenue.com](http://aspectavenue.com)) along with a choice of episode-specific graphics.

I will of course also do my best to promote the episode, in the days following it's distribution (online and to my mailing list), and also at future dates as a part of the podcast's catalogue. Of course it will also be more discoverable, as a podcast and on YouTube, as the show grows.

### *Use of Material*

*As a guest on The Freelancer's Friend podcast, you agree that any material or content provided by yourself to Aspect Avenue Ltd (owner of the podcast) related to the episode/s you guest on, in any format, including but not limited to audio recorded for the podcast in whole or in part, other audio, text, video or images, can be used by and at the discretion of Aspect Avenue Ltd for the purposes of promoting, marketing and sharing the particular podcast episode, The Freelancer's Friend podcast catalogue or Aspect Avenue. Aspect Avenue Ltd agrees to use the material responsibly, and not in any way that might potentially (directly) harm the guest, or the guest's professional reputation in any way.*