



Sound Tips:

Hi,

I'm really looking forward to speaking with you on our upcoming interview!!

I want to make sure that our interview and the information you'll be sharing with our listeners is inspiring, informative and listener friendly. What do I mean by listener friendly?

I'm talking about the sound quality of the audio.

There's a few ways that we can make sure the sound quality is crisp and clear and I need your help to achieve that!



I will be calling you via Skype on your computer so:

1. Make sure you have a quality microphone headset or separate microphone that you can use. Relying on your computer's internal microphone won't give us the best sound quality.
 - a. To ensure we don't get any heavy breathing or 'popping' sounds (i.e. when you pronounce words starting with 'p') place the boom of your microphone (if you are using a headset) up to the level of your nose.
 - b. If you are using a microphone that is on a stand, just be careful that you're not too close.

Note: we will do a sound check when we begin to ensure all is ok. We will also leave a 10-second recording of open mic (where we will be silent) before I say 'Welcome to the show [your name]'. [This is for production/editing purposes].
2. On the day of the interview, please make sure that there is no noise or other background distractions. This includes open windows if you are in a noisy area. I've had birds chirping in the background, trucks revving, children, dogs, and squeaky chairs, sound of your email program bell – you name it, we've had it.
3. Please turn off your mobile phones and any other phones or equipment that may suddenly make a noise i.e. speakers [I accidentally left my speakers on when I was doing an in-studio recording and half-way through the interview my trusted virus program told me she had updated the latest virus program. So, yes, it happens to all of us]



4. Make sure you drink plenty of cold water and have water handy during our interview. A dry mouth will affect the quality of your voice – and I want you to sound great!!
5. **Please try to keep your answers short and sweet.** We want this to be a conversation – not a lecture. I'll be able to prompt you with some of the questions you have provided, along with the questions I may come up with during the call. And, I will interject during the conversation to keep it moving if/when I feel necessary. Again, I want to make sure you are presented in the best possible light!

Think of our interview as a conversation that you are having with a colleague or friend. Just be natural and more importantly, just have fun!!

Speak soon!

Annemarie

Annemarie Cross – The Podcasting Queen
Award-Winning Podcast Host & Producer