



Guest Host Checklist

- Episode Prep
 - Propose / Validate topic with Inclusion Catalyst
 - Research
 - Check that all equipment is working properly
 - Wrangle Guest(s)
 - Ensure Guest is briefed on recording standards / techniques

- Making Your Recording
 - Record a separate audio file for each participant
 - 10 seconds of silence at the start of the recording (with all mics on and open)
 - Introduce self as THE HOST for this episode of the Inclusion Catalyst
 - Introduce guest(s)
 - Give guest(s) an opportunity to plug themselves at the end of the recording
 - Plug yourself as the host at the end of the recording

- After The Recording Session
 - Review the entire recording
 - Note where any edits should be made with a time-stamp
 - Draft show notes & episode summary
 - (optional—improves SEO) Transcribe episode / review transcript

- Send to Inclusion Catalyst
 - Your short bio and a high-res headshot or a shot of you “at work”
 - High-res headshot of your guest(s)
 - All sound files, editing notes, imagery, and show notes
 - Package all in one folder and send drop-box or google drive link

- Social Media
 - Once the episode goes live, promote your episode via social media