

## **Healthier Life Podcast Guest Guidelines**

Thank you for your interest in being a guest on the Healthier Life Podcast, we're so excited to have you join us!

This podcast targets adults (ages 25-55) who want to gain control of the health and wellbeing of themselves and their families and utilizes experts in the health field like you. Feel free to utilize the podcast to raise awareness on any products or you are passionate about and would like to share with our listeners.

Please review the guidelines below.

### **Technical Requirements:**

- Join the recording on your computer using the Zoom link sent to you. Make sure your camera and microphone are working properly prior to joining the call and be aware that opening zoom for the first time may require a quick download.
- Dial into the Zoom call using your phone and using a headset will provide us with the best audio we can get if you have one available to you

### **Test Run:**

- If this is your first time using Zoom, or would like to test your connection and equipment prior to the actual podcast date, we are happy to schedule a 5-10 minute test run. Please contact Erika to schedule this.

### **Other Requirements:**

- Please utilize a quiet space during recording so we can hear all that you have to say.
- Be prepared to talk about yourself and your experiences in the disease prevention, lifestyle medicine field and have fun!
- We'll provide you with a pre-show questionnaire so we can get a better idea of what you are the expert of before we record. Make sure you complete this and send it back to us so we can ask you relevant questions.



Healthier for those you love

**Approximate Podcast Schedule:** total show time ~20 min

- Healthier Clinic Promo: prerecorded- 15 sec
- Podcast introduction: prerecorded- 30 sec
- Episode introduction: Wendy- 30 sec
- Guest introduction: Wendy- 2 sec
- Questions and answers: Wendy and Guest- 14 min
- Guest promo: Guest- 2 min
- Closing: Wendy- 1 min

If you have any questions or issues, don't hesitate to reach out to us for help. All podcasts are transcribed into a blog post after recording and episodes will be available on Healthier Clinic's website. We'll let you know when your episode is live.

If you run into any issues, you can contact:

<p>Erika Collette          Producer          EMAIL: ec@healthier.clinic          Telephone: 978-503-8874</p>	<p>Wendy Jimenez          Host          EMAIL: wj@healthier.clinic</p>
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**Timeline and Zoom Link:**

- 1 week before: Erika will email you the podcast questions we plan to review
- 2 days before: 15-minute test Zoom meeting with Erika and Wendy to review question topics, and answer any questions
- Morning of: Reminder
- 10 minutes before: Connect to Zoom link for final prep
- 72 hours afterwards: We will publish the podcast, and provide you with a link to reshare on social media using the hashtag #healthierlifepodcast

**Zoom Link:**

- Use this link for your test Zoom meeting and for the final recording time  
<https://us02web.zoom.us/j/3679360471?pwd=T1NIL1dJTVgzeElhKzdTMzI5emFNUT09>

Thank you again for your interest in being a guest on the Healthier Life Podcast!