

3. THE PREPARATION

Subject: Preparing to Be a Guest on [\[insert your podcast name\]](#).

Hi [\[insert their first name\]](#),

Just wanted to reach out to thank you again for agreeing to share your knowledge with us!

Before we start recording, I/we would like to get you on a call and discuss a few things, such as the questions you will be asked, as well as a sound test to check the quality of the recording.

Here are a few available dates for our call:

[\[Time and Date options for your guest to choose from, or link to calendar booking system\]](#)

These are just a few possible dates that work for me/us, but please do let me/us know if there is another date that would work better for you.

Until next time,

[\[Your Name\]](#)