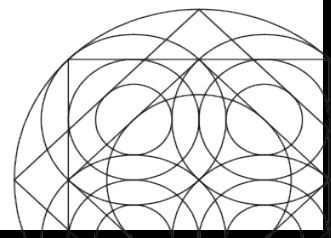
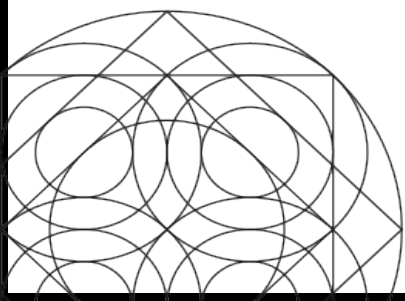
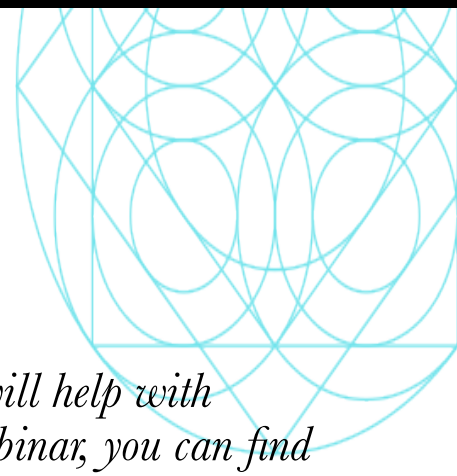


PRODUCTION FOR
*Webinars/Radio/
Podcasts*



PRODUCTION FOR *Webinars*



Download the checklist I've created for you that will help with everything you need to remember to do before a webinar, you can find it below.

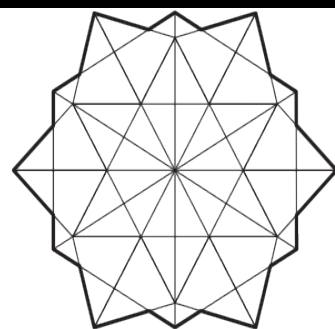
- *Setup a desk lamp, use selfie lights or use an iPhone light*
- *Do not be backlit or side lit*
- *Raise your device equal to your hairline then angle the screen down*
- *Always look into the lens*
- *Cover up your screen with a post-it note*
- *When you're preparing for webinars keep in mind the time that you'll be hosting them for 1-2hrs*
- *Make sure you don't eat or drink something that will give you gas/burps*
- *make sure you've been to the bathroom*
- *Good posture is essential for good vocal projection*
- *If there's a tech issue don't freak out*

PRODUCTION FOR *Radio*

- *Your producer will give you an arrival time and instructions*
- *Check your instructions at least 24 hours in advance*
- *Ask for a contact number of someone you can call at your arrival time if you get lost*
- *Arrive at the station at least at least 15-20 minutes before you're set arrival time to avoid any confusion.*
- *Bigger station have multiple levels and studios so it can take a good 10 minutes from arriving at reception to actually get to your location*
- *If you have prepared notes, you can keep them with you during the performance*
- *As you walk into the studio keep in mind that the host may be broadcasting whilst the producer walks you in, so keep quiet at all times*
- *Remember to turn your phone and all other devices off!*



PRODUCTION FOR *Podcasts*



- *Make sure you've been fully briefed before the show, and that you understand what's expected of you*
- *Get a list of questions beforehand*
- *Find out how they plan on introducing you*
- *Checked all your tech beforehand and ask to do a trial tech run 24 hours before*
- *Turn off all alerts and notifications from all devices*
- *Keep any notes handy but do your best to stay engaged and present throughout the podcast*
- *Keep in mind what you're eating before a podcast*

