

## Here's what you should know about these templates

Welcome to the guest management templates! We've placed everything that you'll need to customize to your show + guest in brackets, and **highlighted it in yellow** for good measure. We also use **yellow** to mark where you may need to add a link.

To customize these templates for your needs, you'll need to make a copy ([here's how to do that](#)). Another thing to consider is adding the customized templates directly to your email service of choice, so they're one click away ([here's how to do that in Gmail](#), for instance).

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### Email 1: Interview request (friend of host, cold reachout)

**Subject:** Podcast interview with **[name of host]**?

**Text:**

Hi **[NAME]**!

My name is **[manager's name]**, and I manage **[podcast name]** for **[host name]**. **[Host]** asked me to reach out to ask if you're available to be interviewed for the podcast.

The concept of the show is **[give a quick one-sentence synopsis of what topics you cover, overall concept]**.

If that sounds like something you're up for, you can **use this link** to find an interview slot that works best for your schedule!

If you run into any issues or can't find a time that works, just give me a shout. I'd be happy to help find a time that works well for both sides!

Thanks!

Megan

Email 1: Request (triggered by host making introduction via email)

**Subject:** Scheduling interview: [podcast name] with [host]

**Text:**

Thanks for the introduction, [host name]. And hi, [name], it's great to e-meet you!

You can [use this link](#) to find the time that works best for your schedule. You'll receive a confirmation email when you book a time, and I'll be in touch in the leadup to your interview to confirm we're still on.

If you run into any issues or can't find a time that works, just give me a shout and I'll help find a time that works well for both sides!

Thanks!

Megan

Email 2: Confirmation

**Subject:** Confirmation for [podcast name] interview

Hi [XXXXX]!

Just reaching out to remind you that you're scheduled to be interviewed for the [podcast name] podcast tomorrow, [insert date here] at [insert time].

Does that still work well for you?

**Recording Logistics**

You'll be joining [host] via our online studio (Riverside.fm) [here](#). I've also added your personalized link to the calendar invite.

If you're new to Riverside.fm, [they've put together a guide on what to expect as a guest](#). It's pretty intuitive, but their guide covers all the basics! **The quick summary: Please close all apps/tabs possible, and open Riverside in your Chrome browser!** If you don't already use Chrome, [here's how to set that up](#).

As a heads up, [we record both video and audio](#) during our interviews, so please join camera-ready (whatever that looks like to you!).

If you have any questions about your interview, please don't hesitate to reach out!

Thanks!

Megan

### Email 3: After episode publication

**Subject:** Your interview with [\[podcast name\]](#) is live!

Hi [XXXXXX](#),

Thank you for being a guest on [\[podcast name\]](#)! We are so grateful that you entrusted us with sharing your story. Your episode is live as of today – you can find it [here](#) or wherever you listen to podcasts.

We'll be sharing this episode on our social channels and with our email list. We'd greatly appreciate it if you'd do the same!

If you do share, please tag [\[host\]](#)! You can find him [\[insert info about handles on your social media platforms of choice\]](#).

[You can find clips and other assets to help promote your episode here.](#)

One last question for you: Do you know anyone else [\[host\]](#) should interview, and if so would you be willing to put us in touch?

Thanks again for sharing your [story](#) with our audience! Have a great week!

Megan

