

Podcast Guest Intake Form

Please complete at least 72 hours before recording

This helps us create a powerful, flowing conversation and promote you beautifully.

SECTION 1: ESSENTIAL DETAILS

1. Full Name (as you want it spoken on air)

Short answer

2. Title / Role / Identity you want associated with your name

(e.g. Founder of..., Author of..., Creator of...)

3. Website / Primary Link

Short answer

4. Best Email for Episode Assets & Links

Short answer

SECTION 2: BIO & BRAND ASSETS

(Makes show notes effortless)

5. Short Bio (50–75 words)

How should we introduce you on the podcast?

Paragraph

6. Long Bio (150–250 words)

For show notes, features, or future promotions

Paragraph

7. Upload Your Headshot(s)

(Professional, high-resolution preferred)

File upload

8. Brand Assets (Optional)

Logos, book covers, media kit, etc.

File upload

SECTION 3: YOUR STORY & AUTHORITY

(This is where depth + magic happens)

9. What are you best known for right now?

(In one sentence, what should listeners remember about you?)

Short paragraph

10. What pivotal moment or turning point shaped the work you do today?

(Challenge, decision, identity shift, or breakthrough)

Paragraph

11. What perspective or truth do you hold that most people in your industry still get wrong?

(This helps us create a compelling, thought-provoking conversation)

Paragraph

SECTION 4: CONVERSATION DIRECTION

(Gives you control while still guiding the episode)

12. What topics are you most excited to talk about right now?

(Select up to 3)

- ☐ Leadership
- ☐ Business / Scaling
- ☐ Identity & mindset
- ☐ Visibility / authority
- ☐ Money / wealth
- ☐ Relationships / life
- ☐ Healing / transformation
- ☐ Other: _____

13. Are there any questions or angles you'd love me to ask you?

(Optional, but encouraged)

Paragraph

14. Is there anything you'd prefer we avoid or handle sensitively?

(This helps create a safe, respectful space)

Short paragraph

SECTION 5: VALUE & TAKEAWAY

(Ensures listener impact)

15. If a listener takes ONE powerful insight or action from this episode, what do you want it to be?

(This helps anchor the episode theme)

Paragraph

16. What problem do you most help people solve right now?

Short paragraph

SECTION 6: PROMOTION & CTA

(Soft conversion without being salesy)

17. What would you like to promote on this episode?

(Offer, book, program, free resource, event, etc.)

Short paragraph

18. Preferred Call-to-Action Link

(One primary link only)

Short answer

19. Is there a special offer, free gift, or listener-only bonus we should mention?

Paragraph

SECTION 7: SOCIAL & SHARING

(Amplification baked in)

20. Social Handles (please include platform names)

(Instagram, LinkedIn, X, etc.)

Paragraph

21. Are you happy to share this episode once it goes live?

- ☐ Yes
 - ☐ Yes — and tag the podcast
 - ☐ Maybe (depends on timing)
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SECTION 8: FINAL TOUCH

(Elevates the experience)

22. Anything else you'd love me to know before we record?

(Intentions, energy, context, or requests)

Paragraph