



The Sustain Podcast Guest Checklist

<https://podcast.sustainoss.org/>

Thanks for considering being on our podcast!

Here are the **main asks**:

- 10-20 minutes of prep time, including skimming this document and filling out the guest template
- An hour of time set aside for recording your podcast!
- Help promoting your episode, afterwards!

Before Recording Checklist

- **Ensure you have a working microphone.** See “Notes about Microphones” below.
- **Double check the time zones.** (If you're as time zone illiterate as we are, try the [World Clock Meeting Planner](#).)
- **Test your Zoom call settings** a few hours or a day before by recording yourself speaking. This is to make sure everything is working right. It gives you a chance to hear what your voice sounds like on the other end, check that you're picking up from the right mic, etc.
- **Give us homework.** We typically send out a confirmation email a week before the show to confirm your participation and remind you of your commitment. We also ask where you see the conversation going and if there are any talking points and/or topics that are on your “must discuss” list. If you have any links to articles or presentations that you would like us to see, please share those. We like to be prepared so that the show can be the best that it can possibly be.

Notes about Microphones

The best thing you can do to improve your sound is to put some headphones on. This means the sound of us chatting won't be picked up by your mic. It also reduces echo off the wall behind you. Please don't use a built-in laptop microphone.

Also, microphones capture the sounds of typing on a keyboard very well, to the point where it sounds like a stampede of angry zebras on the show. Please mute before typing during the show.

On that note, we do use Zoom's chat feature, so please make sure that it is visible. We frequently make notes on who wants to speak next, the best way to direct the flow of the conversation, what we want to save in the show notes, and we also post relevant links to sites that are mentioned throughout the show for our editor.

Muting

The second best thing you can do to improve the sound quality of the show is to mute when you're not talking. Just remember to unmute to laugh at jokes!

Really, the whole idea of muting is backwards. It should be the default state. You should unmute to talk. If you agree with this line of thinking, there are programs that can fix this for you. For example, Zoom allows you to speak when holding the space bar while you are muted.

Open Source Spotlights

Each episode, we share something that has provided value or an impact to our personal career or life. The goal with "spotlights" is to draw attention and show gratitude to those projects and maintainers. We used to focus only on open source projects, but our panelists have hosted a lot of episodes! So we've switched to anything we think deserves more attention.

There's a section on your show doc to write down the project you would like to spotlight.

The Call

There's a pre call and post call. You aren't "on the air" as soon as you answer the call. You can also hang around after the "thanks, bye!" part at the end of the show if you want to.

We also stop in the middle of the call sometimes to go meta: to talk about the conversation. We can back up, switch topics, or rearrange parts. *Paul's editing is the secret sauce!*

We also use cues in the chat to indicate when an edit needs to be made. This means you can take as much time as you want to answer any questions, or if you want something edited out, we will add the "EDIT" word into the chat.

Other Notes

- We typically have video on in order to have a more genuine conversation, however do not feel like you have to have your video on. The podcast will only be released using the audio.
- Long pauses are edited out so you have time to think about what you want to say. Utilize this!
- If you mess up, just back up and try again. It'll get edited out.
- We introduce each other and then you. If you have a bio already written about yourself, please give it to us so that we can use it or parts of it while introducing you.
- We do the “spotlights” section at the very end of each show.
- It almost always takes an hour to record the episode, but sometimes can take longer if there are edits needed. If you have a hard stop or other time constraints, please let us know before we start the show.
- The show is typically released about 1 month after it's recorded.

The Panelists

We have several panelists, and whoever shows up will be on the show. Pia, Ben and Eriol live in Europe and can't make the late sessions on Friday. We limit panelists to three when too many show up, to make sure the focus is on you, and not us. If you would like to ensure a certain panelist is available for your podcast, let us know!

Feel free to ask us any questions that you have. We look forward to having you on the show. Our contact information is below. Occasionally we have guest hosts. If you have someone in mind, let us know.

Richard Littauer: Podcast Host at Sustainoss.org
richard.littauer@gmail.com

Benjamin Nickolls: ED Open Source Collective
ben@opencollective.com

Allen “Gunner” Gunn: Founder Aspiration Tech
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Justin Dorfman: Cofounder SustainOSS
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Eriol Fox: Design Enthusiast, Open Source Design member
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Amanda Casari: Open Source at Google

Leslie Hawthorn: RedHat

Abigail Cabunoc Mayes: Open Source at GitHub

Pia Mancini: Open Collective

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