

#1 Schedule Email

I would love to have you on my podcast. To schedule a time, click the link below to view my calendar.

Click [HERE](#) to schedule your podcast interview!

#2 Podcast Scheduled Email (Automated)

Hey, %first%!

Oh. My. GOODNESS! I'm so pumped to have you on my podcast and chat with you! I wanted to make sure I get you all the details, so you feel prepared.

We'll chat for just a second before we hit record, and when we "hang up" the interview, stay on the line so I can debrief with what comes next.

I like to just roll with it, but here are a few questions our interview might include:

- Tell our listeners about yourself (where are you from, what you do, how you got started, etc)
- Best piece of advice you got about running your own business?
- What you are currently working on in your business

I always like to ask at the end to give me 1 simple pleasure and 1 pet peeve -- didn't wanna spring that one on ya, so feel free to dream up something clever in the meantime!

I also want to do whatever I can to promote you, so let me know if you have an offer, an upcoming event, or a freebie you want to include. (We will be sure to add those in the show notes as well.)

One last thing. This is important! I need a few things from you before our podcast. Please click [HERE](#) to send me your info. (Please send it within the next 72 hours so my team can be ready to promote your interview.)

Again, I just think this is gonna be a BLAST! Please let me know of any questions you may have!

Otherwise, talk to ya on %time%!

XX

Your NAME

#3 Reminder 24 hours before Email (Automated)

Hey, %first%!

Our podcast tomorrow and I can't wait to chat it up with you!

Also, if you haven't sent me your bio, headshot, and other links please get that to me as soon as possible. Click [HERE](#) to send me your info. If you have already sent it, then ignore my obnoxiousness!

One last thing, make sure to check out my **Podcast Guest Checklist** [HERE](#) to ensure our podcast sound is the best quality possible.

Again, I just think this is gonna be a BLAST! Please let me know of any questions you may have!

Otherwise, talk to ya on %time%!

XX

YOUR NAME

#4 Thank you/Follow-up Automated

%first%,

Hey! Hey! Hey! I was just smiling thinking about our interview that just went down, and friend, you are the best.

Thank you so, SO much for taking the time out of your busy day to hop on Redefine Business Podcast and chat with me.

Ok -- I'll stop taking all your time today, but I wanted to let you know that we'll be prepping your show to run next month.

If there is anything else you want me to add to the show notes will you get that to me?

You'll get an email before it goes live, and the day it goes live I will tag you on social media, along with links and anything else you may need for your audience, 'cause sharing is caring 🥰, and I want to hopefully take something off your plate by giving you a piece of ready-to-go free training for your audience.

THANK YOU again, %first%!!

XX

YOUR NAME

#5 Your Podcast is Live! Send Manually

Hey, hey NAME!

TODAY IS THE DAY! Whoo-hoo!

Episode X of PODCAST is live, and it's so goooood!

Thank you so much for being one of my guests on my podcast. Can't tell ya how grateful I am that you took the time to spend on this.

So you can provide your followers and list with even more goodness...

Here are the links for you to share:

- Episode Show Notes HERE (link to blog)
- iTunes HERE
- Click HERE for images (graphics)

(Shameless, but if you're really feelin' it, I'd be honored if you encouraged people to leave a review on the iTunes store podcast link, so more people tune into Redefine Podcast and hear your story!)

Truly can't thank you enough. I hope you enjoyed that as much as I did, NAME!

YOUR NAME