



DONE-FOR- YOU EMAIL SCRIPTS

*3 done-for-you email scripts for contacting
potential podcast guests*

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Hey there, podcasting maven!

Are you ready to create podcast episode magic? The kind of magic your listeners will go crazy for?

I bet you've got the perfect guest in mind, too. Someone you know who will totally rock the podcast mic.

You just need a little help to contact them, right?

That's where these done-for-you email scripts come in really handy. These are the kind of emails that your potential guests just can't say no to.

Actually, they are the exact email scripts I use for my podcast. And they work. Really really well.

You've got my full permission to take what you need from these and make them your own.

I hope you find them useful.

With loads of podcasting love,
Alana xx



EMAIL 1: INVITATION

Hi <name>,

My name is <name> and I <have been following you for a while on your website / Facebook page / Instagram> / <have just finished reading your book> / <was introduced to you through...>.

I am writing to ask if you may be interested in being featured as a guest on my podcast series <podcast name>. This series <explain what the series is about>.

Here's a little more info to help you make up your mind...

What is <podcast name>?

<Describe what your podcast is about and who it is designed for. I've included my description for Untangled below as an example>

Untangled specifically focuses on the journey of soul-awakening (what I call Untangle-ment). The process where we begin to 'wake up' and start questioning who we are and what we are really here for. We begin to untangle from habits, human programming and societal systems and structures that no longer serve us and come back to the truth of who we really are.

During these interviews, I ask each guest to share their entire story. What they were doing before they began awakening, what they are doing now. How they navigated through the untangle-ment process, the transition, fears and challenges, and ultimately, how they discovered their soul gifts and services.

Untangled is specifically designed for women in the 'in between' phase. They are awake but are making the transition and are craving stories from other people who have gone through the process and come out the other side.



How will your interview help?

<Describe the aim and mission of your podcast>

The intention of Untangled is to present real and inspiring stories from people who have navigated their way through their own transformation and untangling. By sharing your story honestly, you bring voice to a process that is a very normal and natural part of human life. You also act as a shining light for others who are now where you once were.

The aim is to break down the walls of separation and shame that so easily go up, especially in the online world. I also realise that through coming together and sharing our honest stories - no armour, pretence or shiny-glossy-curation - we learn and heal in a much deeper way.

What type of interview?

<Describe how the interview will be conducted and how long you'll need your guest for>

The interview will be audio only conducted via Skype and recorded at my end. I'll need you for about one hour. Your interview will be part of my free podcast series available via iTunes. You just need to make sure you're in a quiet place with a microphone (your computer's in-built microphone is usually fine) and preferably a headset (simple iPhone earbuds are normally fine) as this reduces feedback in the audio recording.



Interview questions

To help you prepare, here is a list of common topics we will most likely cover.

<List out your questions>

Next steps...

If it's a yes, just hit reply to this email and I'll send through a link to my scheduling system / send through some suggested dates and times so we can find a suitable time for an interview.

Please let me know if you have any questions. I am excited to share your story.



EMAIL 2: CONFIRMATION + PREPARATION

Hi <name>!

I'm super excited to lock in our upcoming interview on <date>.

Here are all the final details to help you prepare:

Interview details:

Our interview will last about <time requirement>, with up to 10 minutes either side to set up, etc. We'll use Skype to connect and I will record the call from my end. The interview will be audio only. You just need to make sure you're in a quiet place with a microphone (your computer's in-built microphone is usually fine) and preferably a headset (simple iPhone earbuds are normally fine) as this reduces feedback in the audio recording. When we first connect, I'll run a quick recording test to ensure the audio is okay on both ends.

Preparation:

Please send through:

- + Your skype name. My Skype name is <skype name>
- + Your short bio (100 to 200 words)
- + Links to your website and social media sites
- + At least two photos of you (at least 1000px by 1000px in size).
- + Your postal address (For our private information only - we will not share this publicly)
- + Terms and conditions – in a separate email I have forwarded you a copy of the podcast guest release agreement. Please confirm your agreement by responding 'yes' to the email.



Questions / Topic of conversation

Here are the questions again to help you prepare:

<bullet point out the questions or topics you wish to discuss with your guest>

If there's anything else you'd love to address during the interview or anything you prefer not to discuss, just let me know and I'll make a note for our conversation.

REALLY looking forward to this.



EMAIL 3: PODCAST GUEST RELEASE AGREEMENT

if you do choose to invite guests onto your show, it's worthwhile putting together a written agreement between you and your guest so both parties are clear on the terms of the engagement. You may like to ask your guest to sign a Podcast Guest Release agreement which should include information such as: the podcast name and your name, your guest's name and date of the interview. And it might cover terms such as the topic to be discussed, the length of the interview, how the interview will be conducted, and compensation, intellectual property, copyright, publicity, adaption and circulation clauses. I am not a lawyer and therefore cannot provide specific details on writing a podcast guest release agreement.

*Here is an example of a **guest release template** that might get you started.*



EMAIL 4: THANK YOU

Hi <name>!

I'm writing because I have been busy putting together your interview for <podcast name>! I have just finished finalising and scheduling and it will go live on <date and time>.

I want to say a huge thank you for showing up so vulnerably and openly. <I really loved when / I know that other women are going to take away a lot from your story / the moment when you spoke about...>

If you feel called, I'd be honoured if you'd share your interview with your community when it goes live. Here's the link you'll need: <episode vanity URL>

If you want to embed your interview audio on your website, or in your own blog post yourself, you can use this link: <mp3 audio file link>

I've also attached your photo and my favourite quote to this email, in case you'd like to share them.

And if you'd like to shout out to <podcast name>, my social media deets are:
Facebook: <Facebook link>
Instagram: <Instagram link>

I'll be sharing your interview across social media once the interview has gone live as well as through-out the following fortnight. I will tag you so you are notified.

Thanks again. It was so nice to connect with you. Please do stay in touch.