



Runsheet “This is How I” episode : Prepare guest for live interview

Time	Topic / directions	Text	Back-time
11 secs	Sig tune	File” “This is How I intro signature tune.mp3”	0:11
9 secs	intro	Hi! My name is Katie Burnham and I am a resource coordinator with Farm Radio International. This is How I prepare a guest for a live interview.	0:20
6 secs	Sig tune	File: “This is How I short signature tune.mp3”	0:26
1:00		<p>It's important to prepare your interview guest to get an interesting, informative interview that covers all the topics you want to discuss in the time you allocated for the interview. This can be difficult live on air, when guests might give short, boring answers, or when guests won't stop talking and get off topic!</p> <p>Before I interview someone live on the program, I always prepare them. Three tips for preparing your interview guest:</p> <ul style="list-style-type: none"> - First: Tell them the topic of the interview and give them some idea of the questions you will ask so that they have good information to share during the interview. - Second: Remind the guest to speak in simple terms and to give examples so that listeners can clearly understand what they are talking about. This helps to get longer, more detailed, and interesting answers. 	1:26

		<p>- Third: Tell the guest how much time we have for the interview. This helps to keep answers shorter so that we have enough time to get through all the questions!</p> <p>This is how I get good interviews for my program. Listen to a few minutes from this interview with _____</p>	
2 minutes		Recording from my radio program on ___ date	3:26
5 secs	Sig tune	File: "This is How I short signature tune.mp3"	3:31
10 secs		Thanks for listening to This is How I, a broadcaster resource from Farm Radio International. To hear more episodes or to contribute your own, go to farmradio.fm.	3:41
11 secs	Sig tune extro	File: "This is how I extro signature tune.mp3"	3:52