



**NOTE – PLEASE REVIEW CAREFULLY AND EDIT BASED ON YOUR DETAILS AND PLATFORM. THIS IS JUST A GUIDELINE.**

### **Interview Checklist**

Speaker Name:

Phone:

#### **CHECKLIST:**

- Call from a land-line (if possible)
- Call from a quiet room without an echo
- Turn off computer sound, cell phone and anything else that might “buzz or beep” during the session
- Turn off call waiting
- Dial into Instant Teleseminar
- Log into Instant Teleseminar web console
  - Member ID:
  - PW:
- In pre-call with speaker:
  - Go over flow of call
  - We’ll prompt to describe gift
  - Speaker does NOT need to give URL (we’ll provide link)
  - We can chat after
  - Confirm call waiting turned off
- Start recording
- Take everyone off hold
- Interview
- At finish:
  - Stop recording
  - End event