

# Podcast Email Templates

Provided by Casey Weade

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## Details Email

Hi {NAME},

I wanted to send a quick reminder of your interview on the Retire with Purpose podcast. I'm eager to dive into a great conversation!

This recording is scheduled for {DATE} at {TIME} and will be about 60-75 minutes long, including audio/video testing time. As a reminder, we will connect via an online Zoom meeting. Details for that video meeting are below. As we are also streaming this interview LIVE on Facebook, please access this link at {TIME} so that we are able to ensure both audio and video are functioning properly.

**Zoom Meeting Link: {LINK}**

\*Please make note that this will be a recorded AUDIO and VIDEO interview, so you will want to be camera ready! Here are some setup tips to ensure the interview and video/audio run smoothly:

### **1)** Reboot your computer

The goal is to save as much memory as possible for video processing. Launch as few other programs as possible. Keep as few tabs open in your browser as possible. Additional tabs consume additional memory.

### **2)** Connect to the Internet via a hardwire if possible

I utilize an adapter similar to this one and connect directly from my Mac laptop to a phone line. We'd be happy to send you an adapter if you need one! Simply send me a note, along with your address, and we can get that out to you right away.

### **3)** Turn off your cell phone

Because the signal can interfere with your recording, we suggest that you turn your cell phone off completely. If you have a land line, turn it off or turn it on "Do Not Disturb" so it doesn't ring during the recording.

### **4)** Double check that your web cam or computer camera is working properly

**5)** Make sure that you have sufficient lighting on your face, and that you are wearing a shirt or blouse that does not have a loud pattern. We want the attention to just be on you!

**6)** Use a set of low-profile ear buds for your interview so that the sound of the other person doesn't bleed into your mic and create an echo. Many ear buds also now have a mic attached to them (such as the set included when you purchase an iPhone)

**7)** Have any reference material readily available (notes, web pages, etc.)

**8)** And lastly, remember to look directly into the camera during the interview, speak clearly and have fun!

If you have any questions in the meantime, please let me know. You can also call our Marketing Media Specialist, {NAME}, at {PHONE}

With Purpose,

{SIGNATURE}

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## **Reminder Email**

Hi {NAME},

This is just a quick reminder of your upcoming interview on the Retire with Purpose podcast, scheduled for {DATE} at {TIME}, and will be approximately 60 minutes. As a reminder, we will begin audio and mic testing at {TIME}, to ensure we respect your time and begin promptly at {TIME}. We will also stream this interview LIVE on our Facebook page. I'm looking forward to an insightful conversation full of meaning and purpose.

What's next?

We will send a final reminder one week prior to the interview, including a list of tips to make this the best possible conversation it can be. Talk soon!

With Purpose,

{SIGNATURE}

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## **Final Reminder Email**

{NAME}

I wanted to send a final reminder of your interview on the Retire With Purpose podcast tomorrow, {DATE}, at {TIME}. We're looking forward to a great discussion!

Please remember that this is a video and audio interview, and we will be simultaneously streaming LIVE on our Facebook page as well. We recommend joining the Zoom link 15 minutes prior ({TIME}) and having a strong internet connection, as well as a silenced phone during the interview.

Here's the Zoom link again, in case you need it: {LINK}

Let us know if there's anything we can help with in the meantime!

Talk soon,

{SIGNATURE}

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## **Thank You Email**

{NAME}, I appreciate your time and expertise lent on the Retire With Purpose podcast earlier this year. This is going to be a great episode and I can't wait to share it with our followers.

I wanted to let you know that the interview is scheduled to go live on {DATE}, and will stream on our podcast website, as well as iTunes, Spotify, Stitcher and our YouTube channel. All of these links will be provided to you that day.

Thank you again, and please don't hesitate to reach out with questions.

With Purpose,

{SIGNATURE}

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## **Live Email**

{NAME}, Your Interview is Live!

I'm excited to share your interview on the Retire with Purpose podcast today! Your expertise on building a happy, purposeful financially-confident "Life Two" was insightful, and I know our followers will find just as much value in this discussion as I have.

Our team will be promoting your episode on social media today to share your expertise. I hope it leads to some new opportunities for you down the road!

We also pulled together all of the episode assets in one place to make it easy for you to share wherever you see best fit! Links and graphics are included below. Feel free to tag me on Facebook and/or Instagram too. My handle is @CaseyWeadeOfficial on Facebook, and @Casey\_Weade on Instagram.

Episode Assets

{Link to the Retire With Purpose Podcast}

{Link to the episode on iTunes}

{Link to the episode on Spotify}

{Link to the episode on Stitcher}

Show Thumbnails for Social Media

{Link to episode graphics}

Sample Social Posts (feel free to use/edit whatever you'd like)

It was great to speak with @CaseyWeadeOfficial / @Casey\_Weade on his podcast about the extraordinary opportunities that await in "Life Two", how to elevate your happiness and gain control of your financial wellbeing.

It was great to join @CaseyWeadeOfficial / @Casey\_Weade on his podcast as we discussed why your identity is not defined by what you get paid to do, the irrational fears so many people face as they transition into retirement, and how to find real, lasting happiness at every stage of life.

Thank you again for lending your time. I appreciate you and look forward to the next time our paths cross!

With Purpose,

{SIGNATURE}