



Hi

This is your radio guest welcome and information pack.

Thank you for showing an interest in being interviewed/talking about your passion on my radio station, that's very exciting for both of us. I know your subject matter will be of interest to our listeners. I can usually accommodate guests on a range of dates. The times of the radio show do not change – Radio Toni always airs live on Thursdays 7 pm – 9 pm ET USA which is Fridays AEST 9 am – 11 am. Below are some of the things I need to proceed and some further information for you.

Things I need from you:

- I need a promotional photo of you and a bio – including your website and social media links – any way you want to promote your work. **I can download this directly from your website if that is easier?** This way I can introduce you properly and promote you as my guest on my social media and on my website. The sooner I have this, the sooner I can promote you and the show.
- If you are happy to provide me with your mobile number I can schedule a time to call and discuss the show with you. I can also text you before the show or during the show if I need to. This, is entirely up to you, and I will not contact you after the show unless you would like to stay in touch.
- A list of 10 – 20 questions you'd like to be asked live on air **and/or** an outline of the topic you'd like to talk about– that way we have a clear direction for the show, and it also helps with the nerves.... For both of us. (I'm on a mission to educate the world one radio show at a time.)
- I have 15 minutes, 30 minutes, 45 minute and 1-hour time slots are available depending on your availability and preference.
- I like to give my guests as much coverage as I can on social media, and I like to do my research and have questions and content to keep the show going, in case we have little or no interaction from the audience. I like to be prepared and well researched so that you have a good time.

Important information for you to know:

- I do the show live on air from the Gold Coast Australia, via Skype. This is how you will be connected to the show too – details of how to do this appear at the end of this section.
- You **will need headphones** to reduce the feedback of live radio, and while it's ok to use the microphone from your computer or the laptop, a plugin microphone can help deliver a more

professional show. A microphone is not necessary; **however**, the headphones are. If you are using a microphone, please keep it a little away from your mouth – about 5 – 10 cms is usual.

- I will put out a schedule for the show a couple of days before the show which I will email to you along with confirmation of the questions/topic discussion we will be covering and anything else that will assist us in preparing for our show.
- As the show is live and I very much encourage listeners to ask questions live while we are on air. This means that I may deviate from the schedule – DO NOT PANIC – between the radio technician and myself we manage all of this and your job is to talk, listen, enjoy and help answer questions. I will endeavor to keep the listeners engaged with both of us on air and sometimes the question is too important to “park” until the end of the show. I trust that this is OK with you.

SKYPE - If you do not currently use Skype, **please set up your Skype account today** and have a play around with the program before the show. I will need your Skype ID to ensure that we can connect you to the show on the day, please make sure you email this to me with the other information I need.

If you are not in my studio on the Gold Coast, Skype is the best way for you to connect with us for the show. You will need to request to connect to us (Women for Women Network) on Skype. This is done by sending a wave to W4WN on Skype at the designated time and then calling the station using the Skype phone call icon in the top right-hand corner of the screen. The technician will connect you when she can and sometimes you may need to call a few times to get through. This is nothing to worry about but more to do with the technician’s ability to manage multiple platforms at once – sometimes she is setting up my segment and will connect you as quickly as she can.

I suggest that you listen to live from the beginning of the show, i.e. 9 am, which means that you are connected and we know that there will be no technical issues with your connection. If you are joining later in the show the same applies but you may only talk to the technician until I go live with you after I introduce you.

All of my shows will be available as podcasts on iHeartRadio from May 2019. Please feel free to use these in your own promotional and social media as you see fit. I will send the link to your show as soon as I have access to it.

Want to know more about the radio network and past shows? Visit the website <http://w4wn.com/> On this site you can listen to live radio, check out the broadcast schedule – Radio Toni on Thursdays 7pm ET US time and you can see where guests have interacted with the show hosts in the chat section – on the day of the show I will also promote you in the comments section. Also, see for more information on the podcast of the show. <https://talk4podcasting.com/>

Want to know more about your host and see where you will be promoted on my website? Please go to <https://tonilontis.com/radio-toni/> scroll down, and you will see your promotion – once you have sent it to me. On my site, you can subscribe to my blog posts and ask me questions.

Thank you for your interest in the show, and I look forward to hearing from you again soon.

Kindest Regards

Toni

Toni Lontis

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