



## STOP DIGGING! PODCAST STANDARD GUEST RELEASE FORM

**Instructions:** Fill out completely with details. Using CamScanner app on phone or another scanning device, send your signed copy to [connect@asquaredlamps.org](mailto:connect@asquaredlamps.org). We will process it & contact you with details for your recording session & intended episode air time.

GUEST(S): \_\_\_\_\_ (hereinafter "Guest")

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE(S): \_\_\_\_\_

PHONE/TEXT #: \_\_\_\_\_ APPEARANCE MONTH (if known) OR REQUESTED MONTH:

The above-named Guest does hereby irrevocably consent to the recording and distribution of reproduction(s) of the Guest's voice, image, and performance as part of the media program entitled STOP DIGGING (herein referred to as the "Program").

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Guest understands and agrees that s/he shall receive no compensation for appearances on and participation in the Program. Guest also understands that a portion of the Program will be public, and a portion of the Program will be private, but that all releases apply to both parts of the Program. Guest's name and likeness may be used in advertising and promotional material for the Program, but not as an endorsement of any product or service.

Guest hereby releases and discharges Podcaster from any and all liability arising out of or in connection with the making, producing, reproducing, processing, exhibiting, distributing, publishing, transmitting by any means or otherwise using the above-mentioned production.

Guest materials provided to A-Squared LAMP Groups or its listeners or its watchers of the Program may be considered to be donations if applicable, and proper receipts may be issued in accordance with guidelines and laws established by the Internal Revenue Service (IRS). Uniquely created materials provided by the Guest for the Program will remain attributed to the Guest as creator and may be used without cost by the Program as part of Guest performance. Guest discounts, offers, and coupons through their own organizations remain in their own discretionary use, ownership, and control.

GUEST SIGNATURE:

DATE:

PODCASTER'S SIGNATURE: *Susan Zytnik-Künzler (Pres) & the A-Squared LAMP Groups Podcast Team*

[HTTPS://ASQUAREDLAMPS.ORG/STOP-DIGGING](https://asquaredlamps.org/stop-digging)



**HOW WOULD YOU LIKE TO BE INTRODUCED – YOUR VERBAL OR EXPERT/SUBJECT “BIO?”**

**WHAT WOULD YOU LIKE TO FOCUS ON FOR THE LAST 30 MINUTES OF BONUS CONTENT?**  
[Only goes to our members; can be anything (eg, personal, tool/technique, etc.) that won't be public.]

**WHAT SAMPLE QUESTIONS OR ISSUES WOULD YOU LIKE TO ADDRESS AND/OR ANSWER DURING THE FIRST 60 MINUTES OF DISCUSSION ON YOUR TOPIC?]**

**LIST ANY OFFERS OR PROMOTIONS EXCLUSIVE FOR OUR LISTENERS? [OPTIONAL]**

**BOTH PARTIES AGREE TO TAG EACH OTHER & POST 3 TIMES TO PROMOTE YOUR PODCAST EPISODE APPEARANCE - ONCE TO ANNOUNCE IT & TWICE WITH LINKS TO WATCH/LISTEN.**

**LIST YOUR MAIN SOCIAL MEDIA PLATFORMS AND PROVIDE YOUR HANDLES FOR EACH.**

SM platform  
EG., FACEBOOK

my handle  
@A2LAMPS

SM platform  
LINKEDIN

my handle  
COMPANY/A2LAMPS

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**FOR US TO TAG YOU IN ORGANIZATIONAL POSTS, YOU MUST BE FOLLOWING US. FOLLOW @A2LAMPS ON LINKEDIN (COMPANY/A2LAMPS), INSTAGRAM, TWITTER, YOUTUBE, & FACEBOOK. TAG US AT ANY TIME USING OUR HANDLES.**

**WHAT ASSOCIATIONS, ORGANIZATIONS, BUSINESSES, UNIVERSITIES/SCHOOLS, CLUBS ARE YOU ASSOCIATED WITH SO THAT WE MAY INCLUDE THEM WHEN WE POST?**

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## GENERAL GUIDELINES FOR OUR RECORDING SESSIONS

1. You will need a strong uninterrupted internet connection. Since we're recording both video and audio separately on the podcast recording platform, lots of bandwidth is needed. Sometimes this will mean being close to your router or plugging into it directly, depending on how rural or less-than-powerful your location or its internet service is. It may mean temporarily disconnecting other devices.
2. Your background and external noise should be plain, quiet, and unmoving (eg, no people walking by a window or mowing a lawn, etc.). Make sure your microphone is close to your mouth to record your voice as the primary track when speaking. If necessary, our producer can sometimes separate background noise away from your voice if your voice is strong on recording.
3. Wear whatever is comfortable and reflects your role on the show and will help you stand out against your background without being too busy (eg, don't wear yellow polka dots if your background is yellow, sweatshirt if you're promoting executive roles, or sport a gold sequined top that glints). Think about what is behind you or "in-frame" as you select a recording location to avoid having personal or private objects appear behind you on the recording.
4. Make sure you have strong lighting on your face, not behind you or to the side, or else it will cast distracting shadows or make you into a silhouette on-screen.
5. Timing. The first 30 minutes of our recording session allows for testing sound and video and discussing briefly how things will proceed before recording. A short time after the recording allows for the video and audio tracks to upload into our platform. We will record the first 60 minutes, take a short bathroom/snack break of 10 minutes, and then record the final 20-30 minutes of bonus session.

### 6. **Most important - let's have fun!**

This is a conversation that can go wherever we need it to go. It is not a formal interview per se. It is not a scripted interaction. Share your heart, your humor, your aspirations, your advice, your intelligence, and your expertise as is organically natural to you. If you need to, jot down about 5 essential things, stories, issues you want to emphasize or include so you don't forget. You'll be fine.

Don't worry about "mistakes," as you can always say during the interview that you want to say something again, start over, or edit out something particular and then re-state it. [Our show is edited professionally.]

RECORDING LINK WILL BE PROVIDED IN A CALENDAR LINK TO YOUR EMAIL, ALONG WITH A MOBILE NUMBER THAT YOU CAN TEXT IF THERE IS AN ISSUE CONNECTING.

No worries. No stress. No pressure to perform. Be you. You are enough.  
Your message will come through.

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