

Welcome to Covered in Pet Hair!

Following are some guest prep guidelines for you to review in preparation for our show:

BEFORE

- The interview will be conducted via Zoom. Please ensure that you have a reliable internet connection. Go to Zoom.us to download the software at least a few days in advance
- The best case scenario is to hardwire your computer to your router to ensure the best quality of the recording. You may need to find an ethernet cable to do this therefore please plan accordingly
- Plan to do your interview in a small, quiet room, preferably one with carpeting, soft furniture, and drapes to absorb any echo. Please test for echos prior to the recording date. The audio quality is of utmost importance for Pet Life Radio and all major podcasting platforms
- Find a nice backdrop for your interview - it could be in your office, a branded background, in front of a bookshelf, or next to your favorite framed art or photo. Please be sure to avoid anything too distracting
- Choose a spot where the lighting will be in front of you during the interview time, not behind you. Backlight makes your image dark and blurry, which makes it hard to see you
- Choose what cocktail (or mocktail) you'll be sipping during our chat. I will ask you to briefly describe it for us at the beginning of the show. I'd be happy to share the recipe with our followers if you provide it (see below)

ON RECORDING DAY

- Look your best - we will be sharing both the audio and video of our show online
- Close the door to prevent interruptions and background noise (I recognize that dogs barking are inevitable sometimes - no worries at all - cat cameos are welcome too)
- Turn off all notifications before the interview: on your phone, tablet, email, computer, Alexa, etc.
- The easiest way to prevent intermittent internet connection, is to disconnect Alexas, Google Homes, wireless printers, etc. from power so that they disconnect from wifi
- Also consider turning your phone to airplane mode if you aren't using it for the interview
- Please wear headphones to prevent my voice from echoing back through your speakers when recorded (see Best Practices below)
- If you have one, use a microphone. (The link to an awesome microphone is below)
- Be yourself. Covered in Pet Hair's format lends itself to playful conversation
- Provide headshot, bio, recipe of the cocktail/mocktail you chose, and any links that you'd like posted to the show page prior to the recording date

BEST PRACTICES

Lighting

A ring light will make you shine! I like this ring light before it's affordable and has the option of using white or yellow light. I find the yellow light to be more forgiving. It's my fountain of youth! ;)

<https://amzn.to/3CZu7zp>



Audio

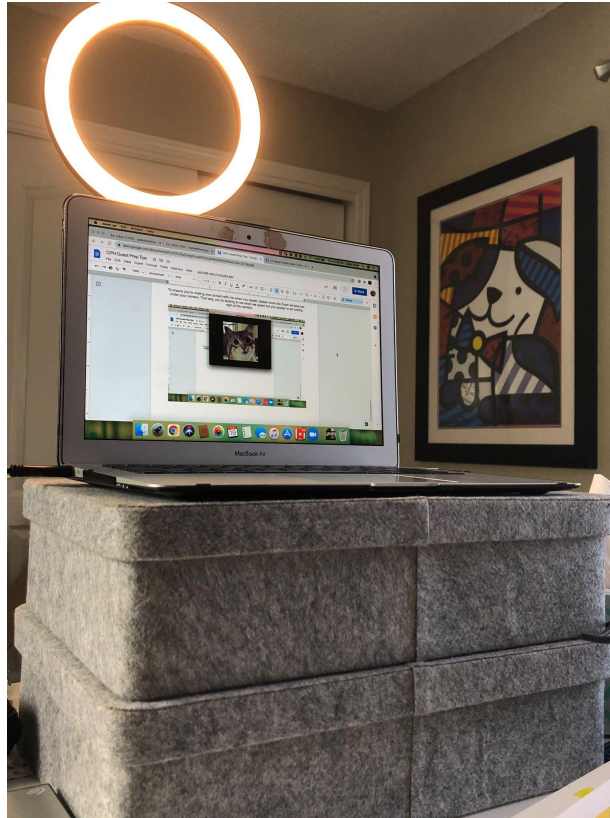
A microphone will drown out background noise and make you sound crisp. I love how portable and easy to store this one is. Plus, it's cute and looks great on camera, if you choose to have it in the shot. You can also sit further away from it to keep it out of the shot but please make sure you project your voice if it's a ways away. To keep it close, place it on a book or two so that it's closer to your mouth.

<https://amzn.to/3k1Hg2c>



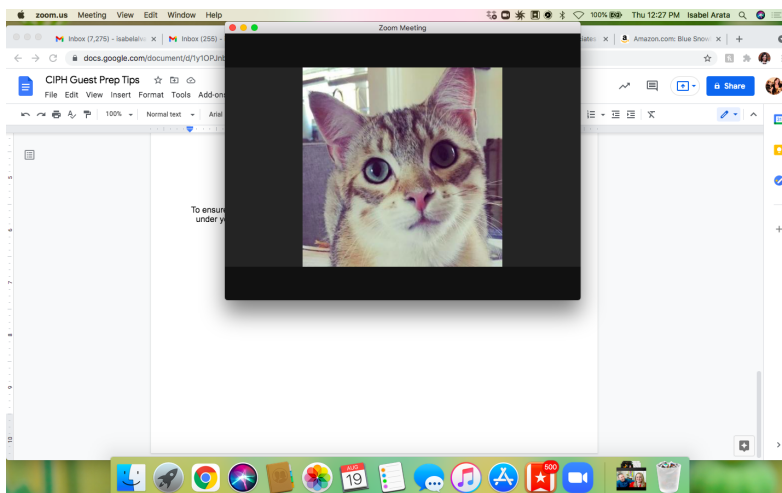
Camera Angle

Angling your camera slightly from high to low has a slimming effect. I stack my computer above two boxes to create the height that I like. Please make sure you don't cut off the top of your head or leave too much space above your head. I aim for a couple of inches of the background above my head and try to get the bottom of the shot to stop an inch or two just below my shirt's neckline.



Eye Contact

To ensure you're making eye contact with me when you speak, please minimize and move the Zoom window just under your camera on your desktop. That way, you're looking at me when we speak but you appear to be looking right at the camera.



Headphones

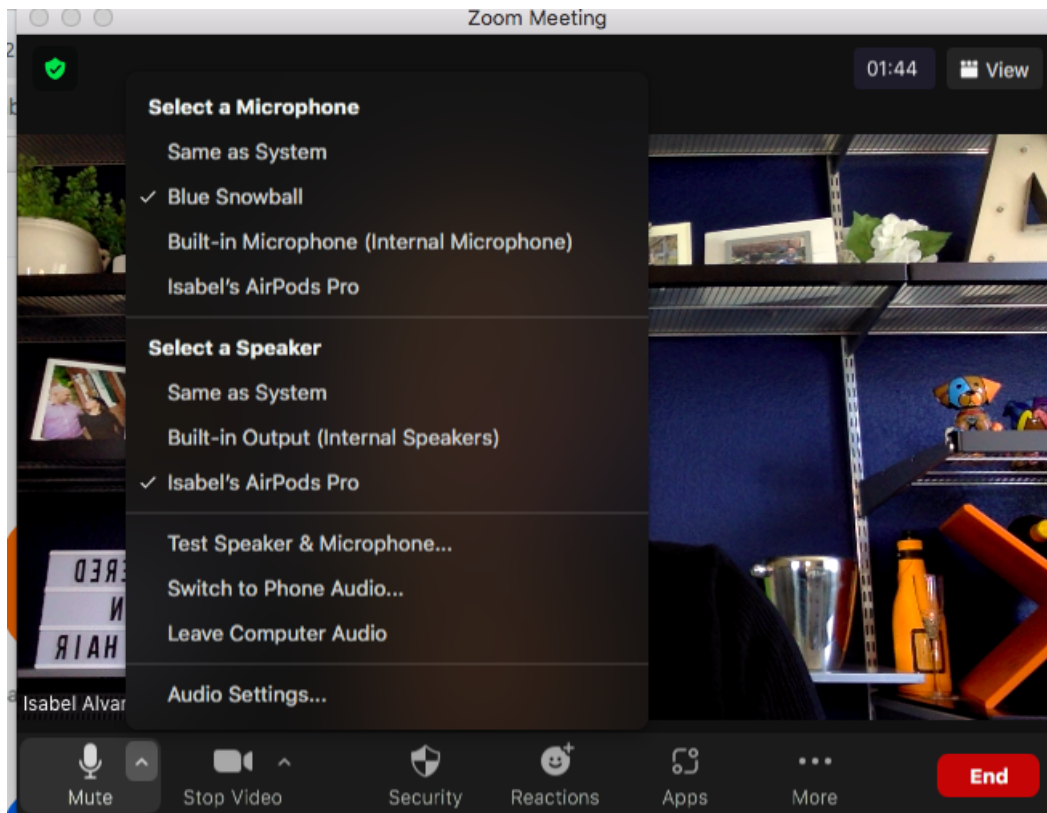
It's up to you if you want to wear wired or wireless headphones. I highly recommend you choose one or the other and avoid using your computer or phone's speaker. I worry less about the appearance and more about the quality of the show. I use my AirPods Pro as headphones but only as a speaker - I use the microphone above for my input. AirPods make terrible *microphones* for this purpose but are fine to use as a speaker. Using headphones prevents echoes.

If you choose to forego headphones, please make sure the volume on your computer or phone isn't too loud to avoid my echo.

Zoom Settings

To set up your equipment properly in Zoom and ensure your computer is picking up the right audio and input, please click the up arrow next to MUTE on the far left side of your meeting screen. This is done once you've joined the meeting. Once clicked, you will get a box like the one pictured below. Set your microphone and your speaker to your desired equipment. If you're using wireless headphones and cannot find your speaker (headphones) in this box, you might need to check your computer's bluetooth settings, connect to the wireless headphones, and try again.

If you're using both a microphone and separate headphones, which is my recommendation, your set-up should look similar to this:



Please contact me with any questions you may have. I look forward to chatting with you!