



Thanks so much for being a part of the Lancaster Connects show! Please take the time to prepare before your interview with Jeff & Ben:

(if you'd like to listen to a more detailed podcast about this process, you can find [a great one at this link](#))

Equipment needs:

COMPUTER – Please do not show up for the podcast from a mobile device. If you can only use an iPhone, please use your Safari browser. If you have an Android phone, please use a Chrome browser.

HEADPHONES – This is important, and essential to being on Lancaster Connects. If you don't have headphones over your ears, Jeff & Ben's voices may be picked up by your microphone – and create a duplicate delayed version of them on the podcast. Recording without headphones or in-ear monitors could cause the podcast from being unusable. The best practice is over-ear headphones – but if you don't have those or want a different "look" – we suggest in-ear monitors, but traditional ear buds may be sufficient. Here are a few suggested and affordable over-ear and in-ear monitor options if you'd like to pick up a pair before the interview:

<https://a.co/9GaQqk1>

MICROPHONE – Please do not use the microphone that comes built into your computer, as it picks up unnecessary noises and could ruin the podcast. If you don't already have a mic, here are a few suggested and affordable microphone options that can plug right into your computer and make you sound great: <https://a.co/gTJjaYh>

GOOGLE CHROME BROWSER – using google chrome as your browser for the interview ensures the recording works properly. You can download it for free on pc or mac here:

<https://www.google.com/chrome/>

Check Your Computer

1. Make sure you have the latest operating system, Avoid last-minute software updates
2. Reboot your computer
3. Close open browser tabs and applications. You should only use the StreamYard link that we will provide to you.

4. Clear your computer memory & storage, empty your trash folder. The recording software will take up some of your computer resources, so if you are low on hard drive space before you begin – it could cause problems.
5. Plug-in to ethernet (if you're able to) as opposed to wi-fi
6. Test your Internet ([Speedtest.net](https://www.speedtest.net)). You need at least 5 Mbps.

Checking Your Equipment

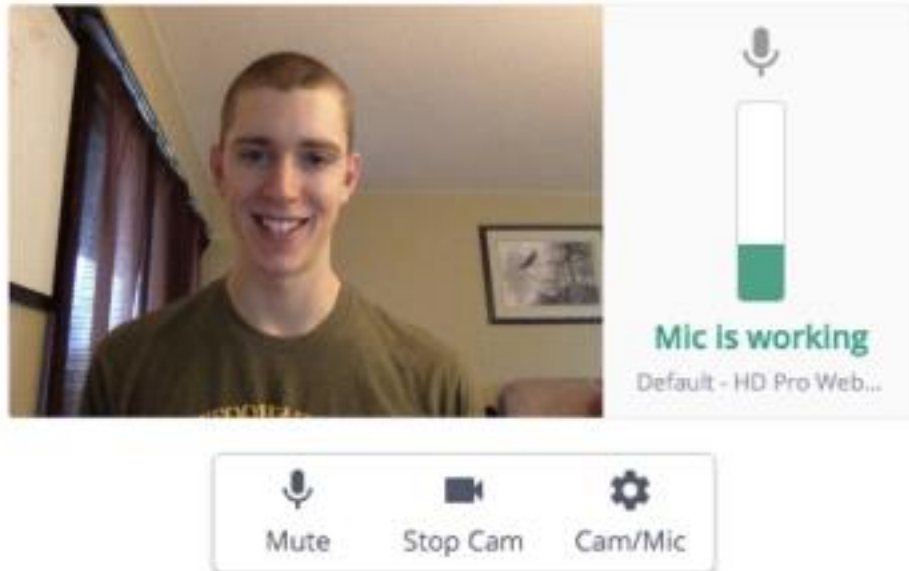
1. Check your camera. Make sure the camera is at eye level
Perfect placement of your face & body:



2. Check your audio levels. Look for audio clipping or a slow Internet connection
3. Find some good lighting to put in front of you – but also behind the camera. This could mean in front of a window during the day or finding a lamp.
4. Run a test stream or local recording to see how you look and hear how you sound. Facebook Live to only you. Instagram Stories, Facebook Stories, and so on.
5. Clean-up your background, and unless your green screen is absolutely necessary – please use your general surroundings as a backdrop.
6. Disable any cloud-based software, such as Dropbox or Google Drive
7. Turn off interruptions such as alarms, phones, etc. Put your computer into 'do not disturb' mode
8. Notify your house guests and family members that you're going to be live. Put the pets in a place where their noises (i.e. barks from dogs) won't ruin your best moments. Try to have everyone stay off of streaming applications while you are on the interview. This includes YouTube, Netflix, Xbox, PlayStation and smart TVs using your internet bandwidth.
9. Notes. Are they ready and accessible? Do you have a book or product you'd like to show on camera? Please have that within arm's reach or visible on screen.
10. Warm up beforehand. Check your posture and do a 1 minute vocal warm up
11. Handle your business beforehand. This includes getting water, using the bathroom, etc.

12. When connecting from the link that we send you, chrome will ask you to allow StreamYard to use your webcam and microphone. Please select the proper camera and mic that you want used for the recording.

Let's check your camera and mic



13. Enter a display name. Use your actual name or the name of your brand. Then enter the studio.
14. The host & producer will be informed that you've arrived. You won't be part of the broadcast until the producer decides to add you in. The page will update to let you know when you've been added. Then everyone will be able to see and hear you.

HAVE A GREAT SHOW, AND THANKS ONCE AGAIN!