

## Section 1: Intro

-1-3 sentences about what your show is as an intro.

## Section 2: Show Info

Filming time: \_\_\_\_\_

Mic Check Time: \_\_\_\_\_

This is a live broadcast talk show on [Youtube/Facebook] Live. Each week, we talk about \_\_\_\_\_ and chat with special guests.

Who Can Be A Guest: \_\_\_\_\_

## Section 3: Stat Goals

Our goal with these shows is to \_\_\_\_\_

## Section 4: Preparing Guests

Before coming on air: [things you need, ex: photo, bio, links, etc]

## Section 5: Before Going On Air

Before going on air, we'll meet backstage where we can talk without the audience seeing or hearing us. We'll go over the topic and questions we'll be chatting about, and talk through the flow of the show before we hit the record button.

## Section 5: Technology

Going live with me is as simple as clicking a button through a Chrome browser. The program I use to livestream will ask you to connect with either your Facebook or YouTube account (this is to verify who you are) and will prompt you to connect your camera and microphone. After that,

you'll be added to the backstage room with and will be able to see and hear me. If you're using a phone to join the stream, it will prompt you to download the BeLive app.

## Section 6: After The Show

Once the show has ended, you're welcome to embed the video on your website or blog as well as send it to your newsletter or social media subscribers.

## Section 7: Marketing

I'll be providing you with marketing graphics before and after the show that you're welcome to post on your social media to let your fans know you're going live with me.

## Section 8: Join Me

Are you ready to join me on air? Email me at [email] with the topic you'd like to discuss along with the bullet list of points you'd like to cover, your website, social media links, and any other relevant information.

### Additional sections:

- Videos from past shows
- quotes from past guests
- upcoming show **schedule** and availability
- FAQ
- bonus opportunities
- as seen on (places you've been featured like news outlets, etc)
- etc