



Media Produced by Women's Online Media and Education Network (W.O.M.E.N.)

WomensRadio Guest Interview Guidelines

We are delighted to welcome you as a Guest at [WomensRadio](#). WomensRadio is a medium produced by **Women's Online Media and Education** Network (W.O.M.E.N.). Here are a few guidelines and suggestions that will help to make it fun and take very little time, and also provide you with information that will allow you to take full advantage of your time on our site.

Here is some useful information about our Interviews:

1. They are short: 5-10 minutes max
2. They are always over the phone and recorded!
3. When posted, each Episode has its own page URL. It will be up on our site for 7 days, and when archived, is searchable indefinitely!

Here's what we need from the Guest *7 business days prior to the Interview date:*

1. The Guest's Landline Phone Number to contact them for the Interview (***Cell Phones will NOT work. If there will be multiple Guests, please provide a Landline Number for each, individual Guest***)
2. A digital picture of the Guest(s), preferably a head shot. (***Pictures should be .jpg or .gif format and no smaller than 250x250 pixels. If there will be multiple Guests, please provide a picture for each, individual Guest***)
3. The Guest's bio. (***3-4 paragraphs ONLY. If there will be multiple Guests, please provide bios for each, individual Guest***)
4. A ***FULL*** introduction for us to use when introducing the Guest(s) on air. This introduction should concisely convey to the audience enough information about the Guest(s), their background and the topics they will discuss during the Interview. (***3-sentences ONLY***)
5. Topic Questions that we can ask the Guest(s) that will allow them to shine. Please consider that the audience may not know you or your organization, so please don't pre-suppose that they have any working knowledge when posing the questions. (***3-5 Topic Questions ONLY. If there will be multiple Guests, please indicate which questions should be directed to a specific Guest***)

What You Will Receive:

- All of our published content on WomensRadio, especially our Guest Interviews, will not only be archived and searchable indefinitely but is also instantly indexed and referenced in all Major Search Engines due to our site's superior SEO Technology; all of our content is syndicated to Google News, AND all of our content is distributed to the WomensRadio large [WR Facebook Fan Page](#) and [WR Twitter](#) Followers for increased visibility! Basically, just being on WomensRadio will continue to push our Guests up, up, up everywhere on the World Wide Web, providing them with maximum exposure!

2533 N. Carson St Suite #3003, Carson City, NV, 89706, (p) 888-658-4635, (f) 888-658-4635
[WomensRadio.com](#), [WomensCalendar.org](#), [AudioAcrobat.com](#)



Suggestions to Maximize Your Exposure:

1. **Send a solo e-mail notification of the Guest’s Interview on WomensRadio** to your entire database of contacts (can be contacts, customers, prospects, colleagues, media, friends).
 - Yes, I can send out one or more e-mail notices to my database**

2. **Include a blurb and link to the Interview in my eNewsletter blast on the following day(s): _____**
 - Yes, I can provide a blurb/link to the Interview in my eNewsletter.**

3. **Additional ways in which I will promote my Interview:**

WomensRadio Guest Interview Agreement

Guest(s) Name(s): _____

Name of Program: _____

This document acknowledges that for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, that the WomensRadio Guest signed below, grants W.O.M.E.N. and its medium WomensRadio and its Hosts an irrevocable right to use my name, my company(ies) name(s), the names of my creative work(s), pictures which I have supplied or approved to be used at WomensRadio, written copy provided to be used on the page with the recorded Interview, and other material supplied by me, my staff, or contractors at WomensRadio and in promotion of that Interview only in other media.

I hereby waive any rights that I may have to inspect and approve the finished product or such written or spoken copy that may be used in connection therewith. I agree that I will not hold WomensRadio, its Hosts, employees or independent contractors or anyone who receives permission from any of these, responsible for any liability resulting from the use of my name(s) in accordance with the terms hereof.

(Continued...)



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I hereby release, discharge and agree to hold harmless W.O.M.E.N. and WomensRadio, its Hosts, employees and independent contractors, their respective nominees, affiliates, successors and assigns or others for whom they are acting, from any liability caused by, or arising by virtue of, any use whatsoever of my name(s) in accordance with the terms hereof, whether intentional or otherwise, including but not limited to any liability for what might be deemed to be misrepresentation or defamation, due to distortion or alteration which may occur by virtue of the use of my name(s) or any written material which is part of or connected with my name(s), unless it can be shown that said reproduction was maliciously caused, produced and published solely for the purpose of subjecting conspicuous ridicule, scandal, reproach, scorn and indignity.

I hereby warrant and represent that I have the power to represent the use of my name(s) and that I have the full and complete right to enter into this Agreement and to grant the rights outlined herein.

I have read the contents of the foregoing and fully understand the contents thereof.

Acknowledged by Signature:

Date:

Print name:

Print Name of Company, Products, Services:

Address:

City, State, Zip:

Phone: (day or evening): Fax:

Email:

When signed, please keep a copy for yourself/Guest and fax back to WomensRadio at: (888) 658-4635. If you have any questions, please call us at: (888) 658-4635.