

### What Do I Need to Be YES Ready & Manifest My Desires?

	Items Needed	✓
<b>Greater Brand Exposure</b> Speaking Gigs, Podcasts Content Sharing Joint Venture Partners	Speaker/Media One Sheet	
	Signature Talk	
	Professional Bio	
	Head Shot	
	2 to 5 Topic Titles with Descriptions	
	System for Booking Speaking Gigs	
	Clarity & Connections for Aligned Joint Venture Partners	
<b>Convert More Clients \$\$\$</b> Know My Value Master "Magic Questions" Be Prepared to Receive	Variety of Offerings to Serve Clients	
	Ability to Accept Payments on the Spot	
	Confidence in Asking for the Sale	
	Energy of Inspiration vs. Desperation	
	Skilled at Asking Questions & Handling Objections	
<b>Ease, Flow &amp; Prosperity</b> Cast My Vision Set Intentions Plan & Perform <b>Be Consistent!</b>	Daily Habits to Fuel My Vision	
	Systems for Support (handling obstacles)	
	Accountability	
	Mentoring	
	Steadfast Faith!	

## **Systems for Success Podcast Request and Follow Up**

### **Request to be on Podcast:**

Subject Line: Request to be Guest on Your Show

Hi \_\_\_\_\_,

I recently heard your show \_\_\_\_\_ [title] and am impressed by the topics you speak on as well as what you're delivering to your audience.

Based upon what I know of your show and your audience, I believe I may be able to offer some additional value and would like to know what it takes to be a guest on your show.

I am an expert in \_\_\_\_\_ and would welcome the opportunity to share some tips and strategies with your audience.

Here are a few of my most requested topics (and we can always customize the content for your audiences' needs):

List of 2 to 3 topic titles

I've attached my bio for your reference and look forward to hearing from you.

Sincerely,  
Your Name

## **FOLLOW UP SUGGESTIONS**

1. Create a spreadsheet so that you can track people who have responded favorably or with questions and then calendar a follow up.
2. Follow below format for responses and follow up:

### **You get a response back that says they're interested and they will get back to you**

- You send an immediate reply to them saying, "Thank you for your swift reply. I look forward to hearing back from you. Let me know if you need any additional information."
- Schedule to follow up with them in 3 weeks if you haven't heard back.
  - Hello \_\_\_\_, I trust you're doing well. I'm following up on your last email to me about having me as a guest on your podcast. Please let me know if you need any additional info and/or when we can schedule a time to talk to explore how I may be able to add value to your audience.
  - Here's the link to my online scheduler if you'd like to go ahead and set it up now - [CLICK HERE](#). And, I've attached my media one sheet again to remind you of my area of expertise, which appears to be a good fit for your audience.

### **You get a response back that says they're interested and will contact us to schedule the podcast/interview**

- Send an immediate response back that says, "Thank you for your reply, I look forward to being on your podcast and bringing value to your audience. Please let me know if there's anything else you need for us to get the show scheduled."
- Schedule to follow up with them in 3 weeks if you haven't heard back.
  - Hello \_\_\_\_, I trust you're doing well. I'm following up on your last email to me about having me as a guest on your podcast. Please let me know if you need any additional info and/or when we can schedule a time to talk to explore how I may be able to add value to your audience.
  - Here's the link to my online scheduler if you'd like to go ahead and set it up now - [CLICK HERE](#). And, I've attached my media one sheet again to remind you of my area of expertise, which appears to be a good fit for your audience.

### **You get a response back saying no**

- Thank you for taking the time to get back with me. If your needs change and you would like to explore having me on your show in the future, feel free to contact me.

### **You get a response back saying yes - I want to book you**

- If they provide a scheduling link -- go ahead and get it scheduled.
- Send a confirmation email thanking them for the opportunity and ask the questions outlined below so that you can be best prepared for the podcast.
- If they don't provide a scheduling link -- email back saying ... "Thank you for your reply and I look forward to being on your show and bringing value to your audience. Would you like to use my online scheduler to set up the interview or will you be sending me your link?"
- In all instances where a podcast is being scheduled, add the following to your acceptance/scheduling email:
  - So that I may provide a high-value experience for your audience, please take a moment to let me know more about them:
    - Is your audience primarily male or female?
    - Age range of your audience
    - Career Professionals or Entrepreneurs
  - From the One Sheet sent over, have you decided what topic would best serve your audience?
  - Will you be scheduling a pre-podcast interview or require anything further from me?