

Rise of the Queen Phoenix

Podcast guest preparation guide

Welcome to the conversation

Dear [Guest first name],

Thank you for joining me on Rise of the Queen Phoenix. This guide will help you feel comfortable before we record and give you a sense of the conversation we will share. I look forward to exploring your story, your work, and what our listeners can take into their own lives.

You do not need polished answers or a memorized script. Bring your perspective, a few real examples, and whatever you feel ready to share.

Your recording details

Guest name: [Full name and preferred title]

Host: Juliana de Souza

Recording date and time: [Date, time, and named time zone]

Guest local time: [Date, time, and named time zone]

Recording platform and link: [Confirmed platform and private joining link]

Time to set aside: [Total appointment length, including setup]

Expected conversation length: [Agreed episode length]

About the show

Rise of the Queen Phoenix explores midlife transformation, identity, and the work of rebuilding a life that feels like your own. Our audience is women navigating change in their relationships, families, careers, and sense of self.

Some are starting over after divorce or loss. Others are finding their voice again, building a business, or asking what they want from the next chapter. We connect personal experience and thoughtful ideas with practical steps listeners can try.

The tone is warm, curious, and honest. There is room for difficult questions, humor, and uncertainty. I want listeners to feel understood and leave with something useful.

Our episode

The angle we will explore

Working title: [Guest specific episode title]

Our focus: [In two or three sentences, describe the central question, the guest's perspective, and why this conversation matters to listeners.]

What listeners can take away: [One or two practical insights or actions.]

A sense of the conversation

These are starting points, rather than a fixed script. I will tailor them to your story and work, and we can follow the ideas that emerge naturally.

1. What would you like listeners to know about you beyond your professional biography?
2. What turning point brought you to the work you do today?
3. How has that experience changed the way you see yourself or the next chapter of your life?
4. What do women navigating midlife change often misunderstand about your area of work?
5. Can you share a specific example that makes your approach easier to understand?
6. What does your work offer a woman who feels stuck, overwhelmed, or unsure where to begin?
7. What is one practical step a listener could try this week, and what should she keep in mind?
8. What are the limits of your approach, and when might someone need a different kind of support?
9. What are you still learning or reconsidering in your own life or work?
10. Where can listeners find you, and what resource or project would you like to share?

Help me shape your episode

Before we record, please tell me which parts of your story you most want to explore, any questions you would like included, and any subjects you would prefer to avoid. You are welcome to decline a question or ask for a pause during the conversation.

If we discuss a book, app, method, or business, please send a brief overview in advance so I can prepare informed questions.

Before we record

Please reply to our scheduling message with the following materials before the recording, if possible:

- A short biography of two or three sentences and your preferred name pronunciation.
- A clear, high resolution headshot you have permission to share for episode promotion.
- Your website, social handles, and the exact links you want in the show notes.
- The title and a short description of any book, app, service, or resource we will discuss.
- Any accessibility needs, sensitive topics, or recording concerns you would like me to know about.

Your recording setup

- Use a laptop or desktop if possible, and test the joining link and any platform requirements in advance.
- Wear headphones or earbuds to reduce echo. If you have an external microphone, select it in the recording settings.
- Choose a quiet room with soft furnishings, silence notifications, and close unnecessary applications.
- For video, place your camera at eye level and face a window or soft light. Check what is visible behind you.
- Connect to power and use a stable internet connection. Keep water nearby.

On the day

Please join about 10 minutes before the agreed recording time so we can check sound and video and settle in. I will confirm when recording begins. If you lose your train of thought, need a break, or want to restart an answer, just let me know.

If you have trouble joining, reply to our scheduling message. At the end, remain connected until I confirm that the session is complete and any upload required by the platform has finished.

After the conversation

I will follow up with the publication details and any available promotional materials. Once the episode is live, I would love for you to share it with your community.

Before we begin, we will confirm permission to record and publish the conversation and to use agreed excerpts, your biography, and your headshot for episode promotion. Please raise any concerns about editing or promotional use in advance so we can agree on expectations.

A note from Juliana

I am interested in the person behind the work: what you have lived, what you have learned, and what you are still figuring out. Thank you for bringing that perspective to Rise of the Queen Phoenix. I look forward to our conversation.

Warmly,

Juliana de Souza

Host of Rise of the Queen Phoenix