

Guest Guide

What to expect, how to prepare and how to share your episode

Thank you for joining the EMS Leadership Podcast. Our mission is to sustain the leaders of today while preparing and supporting the leaders of tomorrow. Whether you lead an agency or lead from the line, your experience helps the next generation. Here is what to expect from booking to publication.

Before your recording

- **Return two forms.** The Guest Release and Consent and the Guest Intake and Prep Form, online or by PDF, at least one week before recording.
- **Send a headshot.** A recent, high-resolution photo, at least 1500 pixels wide, for the episode page and promotion.
- **Get any approvals you need.** If your agency requires approval for media appearances or uniform use, arrange it in advance. Michael may schedule a brief prep call on topic and key points.

Recording day

- **Location.** Episodes are recorded on video and audio at the PSCG studio in Shelton, Connecticut. We will send the address, parking and arrival details with your confirmation.
- **Arrive 15 minutes early.** We will do a short microphone and camera check. Please silence your phone and smartwatch.
- **Length.** We will confirm the expected length when we schedule. Conversations are edited before publication.
- **What to wear.** Solid, medium tones work best on camera. Avoid fine stripes, small checks, logos you do not have permission to show, and noisy jewelry. A uniform is welcome if your agency allows it.
- **Bring notes if you like.** Bullet points are fine; avoid reading from a script. If you want to rephrase something, pause and say it again. We will edit it.

During the conversation

- **Protect privacy.** Never share patient, caller or victim details, protected health information (PHI), or anything that could identify them. Change or remove details in case examples.
- **Keep it practical.** Listeners want what worked, what did not, and what they can apply on Monday morning.
- **Your views are yours.** Unless you are authorized to speak for your organization, say so when you share personal opinions.
- **No product pitches.** You are welcome to mention your program, book or organization naturally. Paid promotion follows the PSCG Sponsorship and Advertising Policy.

After the recording

- **Factual corrections.** Email info@thepscgroup.net within 7 days if you need to correct a factual error. PSCG keeps final editorial control.
- **Publication.** We will email you the publish date, episode link and approved clips and graphics to share.
- **Share it.** Please share the official links and clips with your network and tag PSCG. See the Copyright and Permissions Notice for how clips may be used.

> **Questions?** Contact Michael A. Loiz at info@thepscgroup.net or (203) 343-0433. Podcast page: https://thepscgroup.net/podcasts/