



Gratitude Cafe Guest Information Sheet

For assistance regarding your radio show appearance, please contact supersuecares@gmail.com or call/text Sue directly at (206) 300-2227.

***Have you completed [this document & emailed it to us?](#)**

THE SHOW:

Every Tuesday 8-9 am PST

I typically offer my guests the full 60 minutes (minus commercials) for maximizing engagement and education.

Radio dial: In Seattle: 1150am

Heard online Internationally: www.KKNW1150.com for LIVE show

Find the Show Page at: www.SueLundquist.com/GratitudeCafe

Show description on KKNW1150.com: <http://1150kknw.com/show/the-gratitude-cafe/>

Back line ONLY for you, **NOT the public:** Producer: Benny Mathers 425-373-5527

For the public: Calling-in to show for a reading and questions: 1-888-298-KKNW (5569).
(Please let it ring we are juggling many things and may need some time, please we ask for your patience.)

Podcast of show can be found on Sue's website (<http://www.suelundquist.com>) and in up for Sue's newsletter. If you would like to sign up for the newsletter, you may do so here: <http://www.suelundquist.com/newsletter>



PROMOTION REQUIREMENTS:

At least one social media post & one email mention is required. We'll provide you with the information for promoting your appearance on our show. If you wish to blog about your appearance on the show, we'd be happy to help with relevant resources to use in your post. This creates a win-win for both of us.

*Please find show and Sue Lundquist information and graphics for promotion on our website at <http://www.suelundquist.com/media-kit/>

DISCUSSION TOPIC + DETAILS

*If you completed [this guest intake form](#) we should have the following information & no further action is required.

- Your (short) bio – two paragraphs or less
- A topic description of what you will be discussing with Sue in your interview
- Images: self, product &/or book
- Any contributions to our show notes, like reference links, resources, and tips relevant to the topic you'll be speaking about.
- Any promo codes, links, or giveaways you want to share with our audience
- We recommend contributing a download such as a worksheet, tip sheet, cheat sheet, or guide based on what you plan to speak about on the show. This helps our audience really get into the show and put it into action!

COMING TO THE RADIO STATION:

3650 131st Ave SE #550, Bellevue, WA 98006

Attn: Sue Lundquist, Gratitude Cafe Radio show

Phone: (425) 373-5536

Hours: 9:00 AM – 5:00 PM



<http://1150kknw.com>

[Directions to Radio Station »](#)

**On location details will be sent to you.*

MAILING SOMETHING TO THE RADIO STATION?

Mailing book &/or product for your appearance? Please mail to:

Attn: Sue Lundquist, Gratitude Cafe Radio show

3650 131st Ave SE #550, Bellevue, WA 98006

APPEARING VIA PHONE:

Please use a landline for your phone appearance as this simply makes for a much better Radio program, better recording. We can then hear you and avoid your call dropping off from poor cell coverage.

*During the application process, you will have provided us with a Primary, Backup & Skype #'s. **The primary number should be a landline used for the phone appearance**, Backup & Skype #'s are only used in emergency or connection issue basis.

My producer, Benny Mathers, will call you.

DURING INTERVIEW:

**Please find a quiet location with no disruptions.*

We recommend you leave the call connection to my Producer for placing them on the mixing board. So be sure your phone number is clearly stated on the form. Otherwise, the "back line" would be 425-653-9450 or 425-373-5542.