



Gratitude Cafe Guest Information Sheet

For assistance regarding your radio show appearance, please contact supersuecares@gmail.com. *Emergencies only: contact Sue directly at (206) 300-2227.

Hello, this information sheet is for confirmed guest appearances only.

Please be sure you have submitted your application and have received an email confirming your appearance. Applications can be found [here](#). Thank you.

Important details related to your live radio appearance:

1. Please find a quiet location with no disruptions.
2. **Connect your device to ethernet whenever possible** for the strongest internet connection and largest bandwidth.
3. **Be ready ~15 minutes before show start time.**
4. **We recommend logging into Zoom ~10 minutes before show start time.**
*See Zoom meeting details below.
5. **Expect a call from the show producer**, Benny Mathers, with last minute instructions about your appearance. **He will generally call your primary contact phone # about ~10-15 minutes before start of show.*

THE LIVE RADIO SHOW:

Tuesdays 8-9 am Pacific Standard Time. I typically offer my guests the full 60 minutes (minus commercials) for maximizing engagement and education.

Radio dial: Seattle 1150am (KKNW)

Heard online Internationally: <https://1150kknw.com> for LIVE show

Find the Show Page at: <https://www.suelundquist.com/gratitudecafe2020>

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

The show producer, Benny Mathers, will call you at the primary contact # - about ~10-15 minutes before show start time with full instructions. We're including a few phone numbers below for peace of mind :)

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

For the public: *Call-In shows 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.)

Here are the details for joining the ZOOM meeting:

<https://us02web.zoom.us/j/112412482?pwd=TmFiVURiVlpFRDIEYzVNYzRIOGgrZz09>

Meeting ID: 112 412 482

Passcode: 022499

TECHNICAL REQUIREMENTS:

1. **You'll need the Zoom app installed** on a desktop or laptop (mac or pc). [Download the zoom app](#). We use the Zoom app as a primary connection source for your appearance. While we recommend appearing via video, you may opt to appear via audio only (simply adjust your appearance preference once you're logged into the meeting room).
2. **We recommend connecting via ethernet** whenever possible for the strongest internet connection and highest bandwidth.
3. **Your internet service should allot for 275mbps (or higher)** for the best streaming.
*If you experience connection issues during your appearance, you may turn off your video to lessen bandwidth.

4. **Please be aware that other media** (in your home or surrounding area) using bandwidth may affect the quality of your connection.
5. **If your zoom meeting freezes up**, you may need to exit the zoom meeting room and immediately log back in. In most cases, Benny will have already connected to you via phone, so if all else fails, you can use your phone connection to finish up your appearance.

DISCUSSION TOPIC + DETAILS

- If you completed [the guest intake form](#) we should have the following information & no further action is required.
- This is meant to be a natural conversation - and Sue will be there to lead you through the conversation - so relax, be yourself, and have fun!

PROMOTION REQUIREMENTS:

At least one social media post & one email mention is required by every guest.

Promotion requirements can be made **post** appearance and once your episode has been posted to the [SueLundquist Blog](#). In most cases, you can pull images directly from your episode blog post or contact my team at supersuecares@gmail.com for assistance.

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.

*The podcast episode & blog post of your appearance is usually posted within one week.

*You can find additional information general promotional images at:

suelundquist.com/media-kit

If you would like to sign up for the newsletter, you may do so here:

<http://www.suelundquist.com/newsletter>

FOR IN-STATION APPEARANCES *On the rare occasion they happen.

Hubbard Broadcasting

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>

MAILING SOMETHING TO SUE?

Mailing a book or product related to your guest appearance? Please mail to:

Sue Lundquist

740 NE 3rd St.

Ste 3 #222

Bend, OR 97701

Questions? Need assistance?

Contact the support team at supersuecares@gmail.com.