



Announcements, Housekeeping & Room Reset

Leaders:

- Whether you're doing an online or live in-person event, you need to do what's called a room reset. It's the standard announcements and housekeeping items.
- In a 1 hour online meeting, typically you would do these ever 30 minutes, so once in the beginning, once in the middle and once at the end.
- To start the meeting, clarify the title and purpose of the room, providing your name, your announcements and the Women in Podcasting links & announcements.
- Have a call to action. Clearly tell the audience the actions you want them to take, so you can continue connecting in the future.

Mutually Beneficial Collaboration

- You can promote yourself 50/50. That means mention your offerings and podcast in equal proportion to mentioning Women in Podcasting Network items.
- You can mention your own podcast and programs, as long as they are not competing with Women in Podcasting offerings.
- Do not mention other collaborations, affiliate links, or other people's offerings. For example, if you're in someone else's summit, don't mention it.
- Our community only has the reach and bandwidth for mentioning your and WIPN offerings.

Audience Intros (where applicable)

- We have a mini training on creating an effective Podcaster Elevator Pitch here: <https://womeninpodcasting.net/elevator-pitches-for-podcasters/>
- Don't let other people make announcements, outside of their brief intro, when applicable.
- Other people's intros should only include their podcast related things. Not their other promotions or programs or other people's programs.
- Our events are for podcasters and expert guests, not service providers, podcasting trainers, reps or VAs. We have another group for them.
- Absolutely no MLMs.



Housekeeping Checklist and Room Reset Guide:

- Hi everyone, thanks for being here, we're just waiting for a few more people.
- Ask everyone to **mute** their mic, until they are asked to speak and while others are talking.
- “Welcome** everyone to the Women in Podcasting ____ [name of your event ex.Power Networking for Podcasters!]”
- Thank you for being here!** I'm excited to [network, chat, connect] with all of you. You will all get a chance to introduce yourself and your podcast or expertise shortly.
- “My name is...”** Introduce yourself with your brief bio, podcast and links. Plus any other announcements you have about yourself in proportion to the WIPN announcements.
- Women in Podcasting items** - you don't have to mention all of these during every reset. I trust your judgement. Do a couple each time or as applicable. Here are all the WIPN items we require you to mention:
 - If you haven't done so already, join us over in the Women in Podcasting Facebook and LinkedIn groups you can find that at www.womeninpodcasting.group
 - Check out all the VIP Member perks and become a member of the Women in Podcasting Network at www.womeninpodcasting.net
 - Check out the Women in Podcasting Show to get tips for starting, growing and monetizing your podcast. You can find it at www.womeninpodcasting.show
 - If you'd like to get more help with monetizing your podcast, join us in the Elevating You Mastermind. You can get in right now and if you use my link for a bonus: [www.elevating.club/_____](http://www.elevating.club/)
- Close** with a reminder of our links and your links.
- Thank everyone for joining us and watch for more events coming soon!
- Try to close on the hour or give an explanation that we will be going over a few minutes.