Topsail Insider Podcast Guest Agreement and Release

Agreement version October 26 2026 Revision 2

This agreement is between me, the Guest, and Topsail Insider, LLC, the Producer of the Topsail Insider podcast, the Program. It covers my guest appearance, the private pre-interview, and the preparation and review of my episode.

The pre-interview is a private preparation call. The public episode is a separate recording. The permissions below are subject to that distinction and to my approval rights in Section 3.

Episode review includes a 48-hour response window and a reminder with at least one additional day. If I do not respond by the final deadline, the review version may be treated as approved, as detailed in Section 3.

1 Ownership and permitted use

I consent to the audio and, if used, video recording of my guest appearance. Subject to Section 3, I grant Producer a worldwide, royalty-free license to edit, reproduce, publish, distribute, and promote the Program and excerpts from it in any media, in perpetuity. This includes my recorded voice, name, likeness, biography, photographs, and materials I provide for that purpose.

Producer owns the Program and its production recordings to the extent permitted by law. I retain ownership of materials I owned before participating and grant only the license needed for the Program and its promotion. The private pre-interview and its working records are excluded from public use as explained in Section 8.

2 Compensation

I will receive no compensation for appearing on or participating in the Program unless Producer and I make a separate written agreement.

3 Episode approval and reasonable edits

Producer will provide an edited episode and a review link to the email address I provide. I have 48 hours from that review request to approve the episode or request reasonable edits, including deleting statements or segments. Review is limited to material already recorded. Producer will not record new answers, conduct pickup recordings, or insert additional spoken material as part of this review process.

If I have not approved or requested changes within 48 hours, Producer will send a reminder identifying the review version and a final deadline. That deadline will be at least 24 hours after the reminder is sent and no earlier than 72 hours after the original review request. If I do not approve, request edits, object, or request an extension by that deadline, that specific review version may be treated as approved for publication. I understand and agree to this approval-by-silence process.

A timely edit request, objection, extension request, or reported access problem pauses this process. A known email-delivery failure also pauses it. Producer will address agreed edits and send a revised review copy that restarts the review process. If requested removals leave the episode unsuitable for publication, Producer may hold or decline to publish it.

Approval of planned questions does not approve the finished episode. Routine sound cleanup and formatting may follow approval if they do not materially change meaning. After publication, I may request corrections or removals, but changes depend on what Producer and the distribution platforms can reasonably accomplish; copies already downloaded or shared by others may remain available.

4 No obligation to publish

Submitting an application, completing a pre-interview, or recording an episode does not guarantee an appearance or publication. Producer retains discretion over guest selection, editorial suitability, scheduling, and whether to publish, subject to my approval rights above.

5 Promotion and endorsement

My name and likeness may be used to promote the Program and my approved episode, but not to suggest that I endorse an unrelated product or service. I agree to share the published episode on my business or organization's social media and, when technically possible, link to or embed it on its website for at least one year after publication.

6 Release for authorized uses

To the extent permitted by law, I release Producer and its principals, officers, employees, agents, successors, and assigns from claims arising from the recording, editing, production, and distribution I authorize in this agreement. This release does not authorize uses outside this agreement, waive rights that cannot lawfully be waived, or excuse a breach of the private pre-interview restrictions or approval commitments.

7 Capacity and materials supplied

I am at least eighteen years old and have authority to enter this agreement and provide the information and materials I submit. I will not knowingly provide material that infringes another person's rights or disclose confidential information I am not authorized to share. Each participating guest must accept this agreement individually; I cannot consent to recording or AI processing for another speaker.

8 Private preinterview and audio capture

I consent to audio capture, including any temporary recording needed for transcription, and AI-assisted transcription and summarization of my pre-interview for episode preparation. Producer currently uses Granola for this purpose.

Producer will not publish the pre-interview audio, its verbatim transcript, or private working notes as part of an episode or promotion without my separate, specific written permission. Information discussed may guide interview questions; statements intended for the audience should be made during the separate episode recording.

Granola's current policy says it does not retain audio once a transcription is created. Notes, summaries, and transcripts may be retained separately, including copies in the episode's Google Drive folder.

9 AI assistance and human review

I understand that Producer uses tools such as ChatGPT to help organize pre-interview information, research public information, draft interview questions and the conversation flow, and prepare transcripts, episode descriptions, and promotional copy. Producer reviews drafts before sending questions for my review or publishing content.

AI may make mistakes. I may correct factual errors and identify subjects to avoid. This agreement does not authorize cloning my voice, creating a digital replica of me, fabricating quotes attributed to me, or generating new spoken answers in my voice.

10 Processing and storage of information

Contact details, application answers, scheduling information, recordings, and production text may be processed through tools used for the relevant task, including Podpage, Calendly, Granola, ChatGPT, Google Drive, Gmail, and services used to edit or distribute the approved episode. Only information reasonably needed for that task will be provided.

Private pre-interview records are for authorized production personnel and service providers. Providers process information under their own terms, privacy policies, and account settings. Producer will take reasonable steps to protect the records; absolute confidentiality cannot be guaranteed.

Production records may be retained while needed for preparation, production, corrections, rights management, or legal obligations, including after a service's in-app access window ends. For questions

or requests concerning access, correction, deletion, or restricted use, contact topsailinsider@gmail.com. Requests will be considered subject to applicable law and legitimate recordkeeping needs.

11 Choice and production communications

Before the call, I may request a regular unrecorded phone call with manual notes and no AI processing of those notes. Producer will confirm the alternative in writing. I may ask for capture to stop or decline to answer a question. Stopping capture does not automatically erase information already processed; deletion requests are handled under Section 10.

I agree to receive scheduling, preparation, review, and publication-related communications, including automated emails. This does not subscribe me to a marketing newsletter. Any text-message consent must be obtained separately where required.

12 Electronic signature and acceptance

By typing my full name in the Podpage Guest Application form and submitting that form, I confirm that I have read and understand this Topsail Insider Podcast Guest Agreement and Release, version October 26, 2026, Revision 2, and voluntarily agree to its terms, subject to any alternative confirmed under Section 11. My typed full name and submission of the form constitute my electronic signature. No separate paper signature or emailed copy of this PDF is required for online acceptance.