

PODCAST RECORDING CHECKLIST

Equipment:

- Connect mic & headphones
- Open Skype or other program to connect with guest
- Open audio recording programs:
 - Open recording template
 - Do a quick record test & playback (skype test call)
 - Check back-up recorder such as MP3 Skype Recorder
- Close unnecessary running programs

Environment:

- Shut off noise makers (fans, radio/tv, loud hard drives, etc)
- Close doors & windows
- Mute phones and alarms
- Deal with pets, kids & spouse
- Glass of water (no ice)
- Pen & paper for notes
- Set up *Personal Performance Posters* (Smile, Slow Down, etc)

Content:

- Open or print script
- Pull up guest website
- READ OVER SCRIPT OUT LOUD

Start of Session:

- Get your guest on the line & thank them
- HIT RECORD IMMEDIATELY
- Gauge preparedness, readiness, nervousness
- Warm up guest if needed - talk about the weather, their location
- Check their levels - Ask them to adjust (come closer to the mic)
- Check for distractions on their end - Ask them to adjust (close their window)
- Review interview protocol (how it will work, how long it will take, specific questions you'll ask) - never assume they've heard your show!
- READ GUEST INTRO TO GUEST** and check for errors or updates.
- Review guest contact/website/social media handles to share
- Ask guest to pronounce their own name.
- ALL GOOD? Keep recording and have fun!