



Be Heard.

Recording Checklist

Before you record!



Do you and your guest have headphones on? If you are recording remotely over the internet then headphones must be worn.



Are you in a quiet environment? Anything you can do to move away from external noise will be a big help.



Are your audio inputs correct? There's nothing worse than doing a whole recording and then realising the wrong microphone was being picked up!



Are you speaking close enough to the mic? It's a good idea to check audio levels. Make sure you can hear everyone clearly.



If you make a mistake during the recording remember to leave a nice long pause of at least 10 seconds of silence, then clap your hands before continuing. This will ensure I can spot and fix the edit point cleanly.

If Using Zoom...

Use the Zoom desktop app. Do not use the browser version of Zoom.



Check your Zoom settings are optimised for podcasting. [See here.](#)

Enable original sound in the top left corner of your Zoom screen.

Do not save recordings to the cloud. Save direct to your computer.
