



Be Heard.

Podcast Guest Checklist

Consider Purchasing a Microphone

Whilst a microphone isn't strictly necessary to appear on a podcast, your sound quality will be quite poor without one. If you want to sound credible, purchase a mic. Recommendations below...

Logitech H390



This plug and play USB headset is a perfect choice for podcast guests. It will offer decent sound quality at a very affordable price.

Approx Price: £25 / \$30

[Amazon UK](#) / [Amazon US](#)

Other Headset Mic



Any mic will be an upgrade to the built in mic on your computer. If you are unable to purchase the H390 for any reason, feel free to choose another.

Alternate Mics:

[Amazon UK Search](#) / [Amazon US Search](#)

Please also ensure the following

Wear headphones. This is essential to prevent echo and feedback. If using a headset as shown above then these can act as your headphones.

Find a quiet space. Anything you can do to move away from external noise will be a big help to your audio quality.

Turn off notifications. Ensure the notifications on your phone and computer are switched off to avoid any interruptions.

Position yourself correctly. Make sure you are speaking into the microphone from an appropriate distance for maximum clarity.

Use a stable internet connection. Record in a place with strong wifi, and close all other applications before starting the podcast.

Check your settings. Ensure that the right mic is selected as your input, and your headphones are selected as your output.

This podcast will be produced by Be Heard. Check out more free resources below.

Podcast Production: beheard.org.uk | Audiobook Production: chronicle.org.uk