AUDIO RECORDING CHECKLIST

WHY THIS MATTERS (A LOT)

We want you to sound your absolute best to the listeners. Even though we're using a professional podcasting service like Cleanfeed, we want to make the recording as accessible as possible for the listeners by being intentional with our tools. A little effort will go a long, long way!

Here's the checklist for making you sound like a professional:

- ☐ **Record a track locally (on your computer).**
  We'll take care of the final podcast recording, but to quality check your equipment, you can record a track on your computers using Quicktime, Audacity, Garageband or another recording software. If you'd like to record the episode locally to share with us for editing, after the show you can export and share your file with us using Dropbox or Google Drive, and we will edit those tracks together to make the final MP3 file that will be published.

  Having the track you record on your computer gives me a stable recording to work with in post-production, so please let me know if you're have any difficulties or questions, and I'll help you through the setup process.

- ☐ **Use your best external microphone.**
  If you only have Apple earbuds with the inline microphone, make sure you hold the microphone while recording, otherwise it will rub against your clothing and cause a terrible scratching sound.

- ☐ **Choose your microphone source in the recording software and Skype before you hit record.** If you are using Apple earbuds or any other headphones that have a built in mic, make sure you select the mic you intent to use in Cleanfeed and your recording software (if you choose to record locally) before hitting record or getting on the call. You can find the option to select your microphone source in the settings (usually under Audio).

- ☐ **Please wear headphones while recording.**
  You'll need to wear headphones to avoid causing an echo in your track that will disrupt the show. Never use your built-in computer speakers (internal or external) on the call as this will cause echo. This echo will make it nearly impossible for listeners to understand you and is impossible to edit out in post.

☐ **Choose a quiet location to record in.**

It's important to find a quiet room to record in, preferably one without a lot of natural echo. If you have to record at your office, try to find an isolated room away from other people and foot traffic. You can even hang a sign that says something like, "On a call! Do not disturb!"

☐ **Internet Connection: Ethernet is better than Wifi. Turn off syncing and backup services.**

Ethernet connections are better for calls over the internet and more reliable than wifi. If you have the option, use an Ethernet cable. Turn off Dropbox syncing and any other cloud or backup services that may take up bandwidth as they will degrade your connection and cause lower quality audio or dropouts, which will make it hard for us to hear you.