



Podcast Recording Checklist

By Steph Fuccio at [Coffeelike Media](#)

Feel free to use this checklist for your podcast recordings. Everyone's process can be a bit different, so it might help to copy this doc and add/delete items that you need during your recording.

Equipment:

- Prepare notes/outline/questions. (for solo shows I like using [a post it outline](#))
If you're interviewing with video, having your questions on a piece of paper may help you avoid juggling multiple windows.
- Close unnecessary running programs. Plug into the internet if possible (instead of using wifi). Better connection=less connectivity issues.
- Connect your microphone and headphones/earbuds
- Test out your mic and headphones/earbuds in Streamyard

Environment:

- Shut off any buzzing/vibrating noise devices (fans, air purifiers, vibrating phones, etc)
- Close doors & windows when possible
- Get a glass of water (no ice) or warm tea. Dairy will bring out mouth sounds so it's best to avoid drinks with milk. Ginger tea with lemon is great for your throat.
- Get as much soft material around you as is comfortable. [Here's what and why.](#)
- When possible, put pets in another room.
- Let anyone in your home that might interrupt know that you're recording.

❑ Have a pen and paper ready for brief notes. Pencil sounds are audible, so don't use these. There's no need to write in sentences, a word or two per point will do.

Start of Session:

❑ Welcome your guest & thank them for recording with you

❑ Let the guest know that you'll going to start recording now but won't use this initial pre interview conversation.

❑ Start recording NOW.

❑ Chat for a few minutes about how they are/how their day is. Listen and engage but also listen for any weird sounds, volume issues, etc that listeners might find distracting.

❑ After the warm up chat, ask them about those sounds and work together to get rid of them.

"I want to make sure that you sound as good as you can for this so I'd like to get rid of that clicking sound. Do you know where that's coming from?" is a good way to phrase this potentially awkward moment. They'll have mad respect for your process.

❑ Let them know the recording process and timing so there are no surprises.

❑ Make sure they're wearing headphones OR earbuds. It does NOT matter what they use as long as it stops the two audio tracks bleeding into each other.

If guests want to use AirPods (or other bluetooth headphones/earbuds), make sure it's only the hearing function. Meaning, have them turn OFF the microphone in the AirPods. Bluetooth mics are notorious for dropping parts of words.

❑ Reassure them that everyone makes mistakes when speaking. Those can be removed after the conversation. During the recording the focus is [on the conversation](#).

❑ Also let them know that if they need a minute to think at any point, to do so. Any long pauses or silences can be removed later. [Thinking time is important](#).

❑ Double check their info. Is this correct? This includes their website/social media handles, etc are correct. Ask how to pronounce their name.

❑ Ask them if they have any questions before you start the episode.