

# Podcast Recording – Checklist

See other checklists as needed: Zoom Recording, OBS Recording, Camera Setup

## Planning

1. Release date:
2. Hosting platform:
3. User:
4. Planned duration:
5. Post recording edits?
6. Guests? If so, list. Include method of connection: iPhone, Zoom, in-house mic
7. Zoom meeting required?
8. OBS needed for additional recordings?
9. Episode Art?

## Scripting

1. Title, subject, idea:
2. Teaser:
3. Brief intro:
4. Sponsor ads?
5. Draft #1 of script
6. Audio interlude clips:
7. Dry run, edits; repeat as needed
8. Draft #2 of script

## Recording Setup

1. Rodecaster Pro:
  - a. Load audio clips
  - b. Check Multi-Track settings
  - c. PC/USB connectivity as needed
  - d. Check mic(s), headset(s)
  - e. Connect iPhone via USB, if needed (TRRS as last resort)
2. Personal:
  - a. Water, throat care/lozenge
  - b. Glasses clean
  - c. iPhone muted if not used, setup if used
  - d. Room lighting
  - e. Bathroom breaks
3. Sound proofing (laundry room closed)
4. Script ready, available

## Go Time!

1. Press record
2. Have fun!

## Upload

1. Episode artwork
2. Audio
3. New ads, if any
4. Title
5. Description
  - a. Be sure to include any links referred to in audio!

## Post-Upload

1. Quality check: Listen... all the way through.
2. Social media: Web site, Facebook, Twitter, Mailchimp