

Pre-show checklist for hosts



Get ready for the recording

- ☐ Have Google Chrome or Microsoft Edge browser installed and updated
- ☐ Restart your computer and only open what is needed for recording (i.e.: Chrome and any notes you might need)
- ☐ Have your equipment ready and tested
- ☐ Turn off alerts on your phone and computer. If your phone is set to vibrate, move it away from where you're recording - those vibrations get picked up during the recording
- ☐ Close any open windows
- ☐ If you have any pets or family in the house, close the door
- ☐ If possible, turn off your HVAC system. Ceiling fans can be left on if set on the low setting and there is no audible clicking

Sound check with guest(s):

- ☐ Are you hearing the right mic? If they are using something other than the built-in mic on their device, have them do a scratch test
- ☐ Check the mic position and guide them to get it in the right position
- ☐ Check their volume
 - ☐ Is the meter showing green and spending most of its time in the middle of the bar or a little higher when they're speaking?
 - ☐ Is it low? Walk them through the process to increase their volume
- ☐ Is the guest using wired earbuds?
 - ☐ Ask them to hold the cable in their hand an inch or two away from their body to prevent it from rustling across their clothing as they speak
 - ☐ If they have a beard, ask them to hold it further away if the mic is rubbing against the beard
 - ☐ If they have long hair, ask them to tie it back to prevent it from rustling over the mic
- ☐ Turn off alerts on guest's phone or computer. If their phone is set to vibrate, have them move it away from where they're recording - those vibrations get picked up during recording
- ☐ Close any open windows
- ☐ If they have any pets or family in the house, have them close the door
- ☐ If possible, have them turn off their HVAC system. Ceiling fans can be left on if set on the low setting and there is no audible clicking

Note: This guide continues to Page 2

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Note: This is page 2 of this guide.

General recording notes:

- Rebooting your computer will preemptively solve most technical issues that could cause problems with your recording
- Headphones improve the quality of your recording considerably.
Please use them if you have them available to you and your guest
- Find a quiet space to record in
- Microphones aren't smart and will record all of the noises around you: HVAC, fans, TV, noisy neighbors, children, pets, etc.
- Airpods and similar Bluetooth devices are not good sounding.
If you have the wired earbuds that came with a phone, please use those instead