



creating  
*soundwaves*  
THAT INSPIRE

# Pre-Podcast Checklist

- 1. Phones Off. Headphones On. Remember the Microphone is always on.**
- 2. This recording can be edited.** If you stuff up, freeze or simply loose track and head off on another tangent, just stop.....breathe.....and start again.
- 3. Relax, Be Present and Enjoy.** Be yourself and focus on your energy level, language style and the information you are sharing.
- 4. Don't preempt questions and take a silent breathe before answering** (yes the editor can hear that deep breath before you speak and it's annoying to edit out), remember to speak clearly and slower than normal - it allows the listener to absorb what you are saying.
- 5. Do not talk over the top of each other.** Unable to edit and is annoying for the listener. Use a pre-arranged hand signal to interject or throw to the other host or guest.
- 6. Speak into the microphone** (approximately a hand ten away) and remember if you are reading notes not to move away as you are speaking - creates voice fade.
- 7. Always use headphones.** They pick up the atmosphere and background noises that can be distracting to the listener.
- 8. Retake as many times as you need.**