

AUDIO RECORDING CHECKLIST FOR SPEAKERS

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Setting up your recording space correctly ensures quality audio and helps your audience focus on what matters most: *your message!* Use this checklist to maximize production time and empower your voice.



Equipment Setup

Microphone

Choose a high-quality USB/XLR mic (my favorite is the Neumann line!).

Position your mic 6-12 inches from your mouth at a slight angle.

Use a pop filter to reduce plosives.

Use a stand or boom arm.

Headphones

Use closed-back headphones for clear sound monitoring and to avoid feedback.

Test playback to ensure clear audio without echoes.

Audio Interface

This tool connects your microphone and gear to your computer, converting analog to digital signals for superior sound quality.

Camera (Optional for Video)

Choose a high-quality webcam or DSLR.

Place the camera at eye level for a natural look. If recording on your phone, look directly at the camera lens--not at yourself.

Lighting (Optional for Video)

Use soft, diffused lighting (e.g., ring light, LED panels).

Position lights to evenly illuminate your face.

Internet Connection

If using an online podcast platform for live sessions, ensure a strong, stable connection (preferably wired) to prevent interruptions.

Room Preparation

Quiet Environment

Select a room with minimal noise (close windows, turn off fans).

Notify others in your home to avoid interruptions.

Acoustic Treatment

Use rugs, curtains, or foam panels to reduce echo.

Avoid recording in empty, hard-surfaced rooms.

Tip: Hang heavy blankets or winter jackets for added soundproofing!

Seating and Positioning

Sit comfortably but upright to support breathing and voice projection.

Center yourself in the camera frame (for video).

Check that your chair doesn't squeak when you move.

Accessories

Remove noisy items like clinking necklaces or uncomfortable earrings when wearing closed-back headphones.

Pre-Recording Prep

Microphone Test

Speak at a normal volume, say a few phrases, or read a script to get used to the sound of your voice, amplified.

Adjust gain levels to avoid clipping.

Headphone Test

Check for any latency or echo issues.

Ensure you hear participants and playback clearly.

Internet Connection

Use a wired connection or place your device close to the router for a strong signal.

TIP: Have a bottle of water and tissues nearby to both rehydrate and clear your sinuses if needed!

Movement & Mental Preparation

Gentle Stretching

Raise your arms overhead, do shoulder rolls, and follow a simple warm-up routine to loosen up.

Music

Use music to match your desired mood and set the right atmosphere for recording.

Check Your Seating

Find a way to sit (or stand) that's comfy for you, and position your head to angle the mic axis, which can help reduce plosives.

Vocal Warm-Ups

Try lip trills, tongue twisters, or read a portion of your script to signal your brain and body that it's performance time.

Calm Your Mind

Anxiety and general life stress can impact your voice. Pause to focus on the task and release mental clutter. Close your eyes, take a deep breath, think of one thing you're grateful for, then open your eyes and smile!

Bonus: Schedule a vocal reset! Ensure adequate time to pause to session to refresh your body and mind. After the recording, take a walk...or if you need to, a nap! 😊

Curious to learn even more & improve your audio recordings?

- **Learn how to understand context and use your voice's natural pacing to bring scripts to life.**
- **Move beyond just speaking and into connecting with minds and hearts. Craft compelling, authentic conversations with journalistic techniques.**
- **Elevate your audio recordings while creating content you'll be proud to share and excited to showcase!**

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"It is not the voice that commands the story; it is the ear." --Italo Calvino