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What to bring to a podcast recording

A checklist for the day you record: what to prepare at home, what to pack, and what to check when you arrive.

1. Before the day

- [ ] Write the outline: one line per segment, the questions in order, and a timing beside each.
  Bullet points only. A host who reads every question word for word sounds like they are reading.
- [ ] Check the guest's name spelling, job title and website with them in advance.
  Spellings in an email often differ from the website. Check the site.
- [ ] Choose plain clothes.
  Small checks and narrow stripes can shimmer on camera, and plain white can look harsh.
- [ ] Run through a short warm-up for your voice before you leave.
- [ ] Keep room-temperature water to hand. Skip fizzy drinks.

2. What to pack

- [ ] Printed outline and a pen.
- [ ] Intro, outro and any other audio you plan to use, saved on a memory stick and in cloud storage.
  One copy in one place is one copy too few.
- [ ] Guest details and their website address, printed.
- [ ] Headphones, if you normally monitor on them.
- [ ] Water and a small snack that is not chocolate.
- [ ] Phone switched to silent with notifications off, not just the sound.

3. On arrival

- [ ] Ask where the microphones are, and whether someone will set the levels.
- [ ] Say your first line out loud at speaking volume during the level check.
- [ ] Outline on the desk, and the phone out of reach.

4. Recording day details

Recording date _____

Guest name, as spelled on their website _____

Start time _____

Running length booked, in minutes _____

5. Common mistakes

- Reading a script, or reading each question word for word.
- Getting the guest's name wrong in the intro.
- Keeping the intro audio in one place only.
- A phone that buzzes during a take.
- File names such as "final_v3_new", which are hard to find under pressure.

Watermarked preview. Get the clean file free at www.granary.digital/guides.html