GUIDE TO PODCAST PRODUCTION

Follow this checklist to ensure you don't miss a step when recording a podcast.

After you've researched your topic, planned out your podcast and completed all the pre-production steps, it's showtime. Use this checklist to ensure you are fully prepared for hitting record.

Have approved outlines, scripts or questions before you start production

Maintain constant contact with crew and provide regular updates

Determine times for setup, crew calls and show times

Determine attire (uniform, suit, etc.) if the podcast will include video

Articulate roles and responsibilities

Request, pull and test gear from storage (24 hours) prior to recording

Fill out equipment list

Fill out property pass if off-site

Brief talent and review best practices

Conduct sound test to ensure best microphone and talent placement

Determine audio settings (MP3 or WAV)

Practice good media management throughout production

Label all media by location, date and subject

Save and backup media on server

Conduct a hot wash and review audio/footage after recording