

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 pressing the record button.

Have approved outlines, scripts or questions ready before you start production.

Maintain constant contact with the 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 the equipment list.

Fill out the property pass, if off-site.

Brief talent and review best practices.

Conduct sound tests to ensure the 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 back up media on server.

Conduct a hotwash and review audio/footage after recording.