



---

# Nuts & Bolts Production Guide

*Podcasting Launch Course for Professionals*

---

## ~ Pre-Recording Checklist ~

- I. Unplug laptop — this minimizes the buzzing noise that can sometimes be in the background when devices are plugged in during the recording.
  
- II. Have your water bottle handy — I have made this mistake during solo episodes and have had to suffer through having a dry mouth to get through the recording. Save yourself and have easy access to water.
  
- III. Silence your device and turn off notifications — there is nothing more annoying than to hear the ping of notifications or the ringing of a phone in the heat of recording.
  
- IV. Use the potty — No one wants to have a thought interrupted by mother nature's call. Use the bathroom prior to starting. Trust me.
  
- V. Print or write an outline for your show — this is a great tool to keep you on track during the recording
  
- VI. Press Record — unless you have your Zoom set to record automatically, which I suggest, you have to remember to press record. If you don't, you may find that you and your guests are vibing and none of it makes it to the episode. Been there, done that!



## ~ Podcast Editing Checklist ~

- I. Prepare episode graphic
- II. Upload and convert file from Zoom to audacity
- III. Edit the episode — add intro, outro, clean up the core content
- IV. Save as mp3 and tag through Audacity
- V. Upload to iTunes — tag to graphic
- VI. Upload to Libsyn
- VII. Enter show notes and episode details
- VIII. Add graphic, fill out social media boxes
- IX. Set release date and time for episode
- X. Add episode link to your social media, website, etc.



## ~ Zoom Checklist ~

- I. Make sure that your settings are set to two-track recording and record at the beginning of the meeting (we will go through this in detail in the course).
- II. Soundcheck the microphone — make sure that your settings are set to input and output through your mic with your headphones attached.
- III. Shutdown everything on your laptop beside Zoom for recording for best results, yes that means close all those open windows and especially shutdown browsers like Chrome. Doing this frees up memory on your laptop that can be used by Zoom for your recording.
- IV. Use headphones — invest in a good pair to make sure that you can hear yourself and your guest clearly.
- V. HD camera, if you are planning to repurpose your podcast recordings for YouTube or LinkedIn or Facebook, is a step up from the built-in camera on your laptop.
- VI. Check your internet connection. Zoom lists the minimum bandwidth requirement as 3 Mbps (upload & download) for HD group video conferencing. You can verify that your Internet connection is fast enough by running a Speed Test at [speedtest.net](https://www.speedtest.net).
- VII. Be sure to save your recording when complete for use during the editing phase.
- VIII. Don't worry if your call gets dropped due to an internet outage, it will pick back up once back online if it is on the same encounter.



## ~ Interview Checklist ~

- I. Make sure that your guest is in a quiet place.
- II. Make sure that you are focused on the interview. Minimize any distractions.
- III. Make sure that they have earbuds or a microphone for the best sound. Speaking directly into a laptop creates a tinny sound.
- IV. Send guests questions ahead of time so that they have a chance to think about the answers and feel more prepared for the interview.
- V. Review the format of the show with the guest once again prior to starting.
- VI. Make sure that you and your guests silence your phone and turn off notifications on your phones and laptops.
- VII. Gauge your guests' level of engagement and enthusiasm so that you can meter the interview. Sometimes it takes a lot of energy on your part to pull great answers out of an introverted guest, but it is worth it.
- VIII. Decide whether or not you are going to give your guests the option to have the interview edited on the back end.
- IX. Check with your guest the correct pronunciation of their name and or organization if you plan to introduce them.
- X. Research your guest ahead of time and jot down the points you plan to hit on during the interview.