



Recording Day Checklist

Podcasting Launch Course for Professionals

- I. Turn off notifications on your devices.
- II. Close additional windows, especially the Chrome browser to maximize memory to Zoom for the recording.
- III. Get in a soundproof area — pillow fort, closet, car.
- IV. Test your mic and recording set up.
- V. Make sure you check in with your guest 1 hour before recording time to confirm that they will set up to win.
- VI. Review the content of the show and format just before recording to make sure that your guest is comfortable.
- VII. Do a sound check for your guest.
- VIII. Double-check that Zoom settings are for separate track recording.
- IX. Minimize distractions — Put a “Do Not Disturb” sign on your door.
- X. Press Record.