

BRN

Audio Guide for Hosts

Because good audio starts
before you hit record.

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BASICS BASICS BASICS BASICS

Your recording space

The best place to record is in a carpeted room, even if it's a closet! The idea is that you want to soak up as much sound as possible. Avoid being near things like windows, mirrors, and hardwood floors. If needed, you can purchase an isolation shield like [this](#). *And if a dog starts barking while recording, please pause until they stop!*

Eliminate distractions

Set your phone/computer to **Do Not Disturb**. Remember that the mic picks up *all* kinds of noises like jingling bracelets, pencil tapping, etc.

Equipment

For **SOLO** episodes: [Audacity](#) (free)
For **GUEST** episodes: Zoom is a great place to start, but remember to record separate tracks for all speakers.
(Zoom upgrade: Consider [Riverside](#) or [Zencastr](#).)
For **MICS**, [this](#) or [this](#) is a great option to start out with.
For **HEADPHONES**, consider [these](#) or [these](#).

Check to ensure you have a **stable** internet connection and that your mic and headphones are selected in your input/output settings.

Relax & have fun!

It's okay to be nervous even when it's your show! Take a few deep breaths before starting, and know that for solo episodes you can start over whenever you need to. For interviews, pause and repeat your thought if you misspeak.

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EXTRAS EXTRA EXTRAS EXTRAS

Plan your episodes

This definitely isn't "extra" but goes beyond a basic sound check. **Have you outlined your episode?** Unless your podcast is more of a storytelling format where each word needs to be scripted, I recommend **NOT** scripting every word. But you want to have *something* to go off of when you're recording so you don't start rambling but listeners still feel like you're talking to them in an authentic way.

Guest Interviews

Because technology isn't reliable 24/7, I recommend having your more tech-savvy guests record their end of the interview locally just in case your recording platform of choice decides to glitch on you.
(And I encourage you to do the same!)

(And honestly, locally recorded audio does sound better. Though most listeners probably won't notice, your editor likely will. And if you edit your own episodes and can't tell the difference, then proceed with this rec as a just-in-case scenario.)

Click [here](#) for an editable **BONUS** Guest Guide to send to your guests with instructions on how they (and you) can record audio locally.

The logo consists of the letters 'BRN' in a bold, black, sans-serif font, centered within a light pink circle. The circle is set against a light teal background that is decorated with scattered purple flowers and buds.

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Thank you!

Thank you so much for downloading this audio guide. Feel free to share it with all of your podcasting friends!

Click [here](#) for an editable copy of this PDF. And click [here](#) for your editable BONUS Guest Guide to send to your guests!

-Brandee, Podcast Manager