Podcast Recording Guidelines

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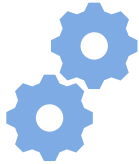
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Technical requirements
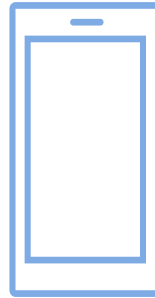
Settings/ location

Microphone position

Subject

Technical requirements

Laptop/PC

Mobile

Microphone or earphones/headset with a microphone that can be positioned close to your mouth

Microphone position

Microphone +
Condenser

Earphones

Headset

*If you use a Bluetooth headset make sure they are fully charged

Setting/location

- A closed room/space
- Little to no background noise (turn off any electronic device that creates sound or frequencies, such as an A/C)
- Limited/reduced echo (can be reduced by adding either tapestry/paintings/bookshelf/egg cartons on the wall facing you)
- When recording using the mic from your earphones, please make sure not to touch the mic during the recording

Subject

- Have a programme before the recording.
- Do practice your script but do sound natural during the recording. Join the conversation and have fun.
- Avoid too much of "Emm…" moments. This is normal but best reduce how often it happens. It happens when you lose track of what you are saying. Hence, the need for queues from a prompter.
- Before moving to the next point, stay silent for 3 seconds.
- Before starting a point, be silent for 3 seconds.
- Do an activity that energizes you or makes you happy so that you're in a good mood when you start recording. Your mood translates to your voice.
- For long-duration podcasts, we suggest you first make a 30'' test recording.

THANK YOU

and

EULAR wishes you a successful recording!