Podcast Preflight Checklist

Turn on all equipment

Lights	Microphones
Cameras	Recorders
Mixer	Computers
Audio processor	Other devices

Verify equipment settings

Battery levels	Mutes and unmutes
Available storage space	Connected cables
Volume levels	Inputs and outputs
Mix-minus config	Camera focus

Place recorder(s) in standby

Load necessary programs

Soundboard	Chat room
Call software (Skype)	Show notes
Recorder	Web browser
Live-streaming	

Turn off home noise-makers

Heater	Music or TV
Air conditioner	Noisy furniture
Fans	Mouse or scrollwheel
Dishwasher	Other appliances
Humidifier	

Take care of pets

Take away noisy toys	Pen away from studio
Remove noisy collar	or control in studio

Occupy your children with something

Put away noisy toys	Record during naps or
Quiet activities	after bed time

Close doors and windows

Close blinds for video

Prepare the space

Check video background	Clear desk
Position props or gear	Arrange apps on screen

Turn off phones or place in "airplane mode"

Switch mobile devices to "do not disturb" (DND)

Silence computer sounds

Notifications	Warnings
Interactions	

Shut down unnecessary programs

Care for your body

Use the restroom	Apply lip balm
Drink a glass of room-temp. water	Adjust clothing
	Fix hair
Pour another glass of room-temp. water	Retouch makeup
	Wipe oil from face
Clear throat and sinuses	Try mouth exercises

Review notes

How to open?	How to transition?
What to share?	How to close?

Prepare resources

Queue audio/video clips	Open feedback
Skip ads in multimedia	Embed or update live
Load web pages	player

Test everything

Start recording

Video camera	Software recorders
External audio recorder	Cohosts' devices
Live-streaming	

Break the ice

Present!