Solo: a practical remote recording checklist

solo - 20 minutes | Original Podfan starter | October 15, 2026

Make this outline yours

Replace bracketed placeholders with your verified facts. Keep this file as a reusable master for your show.

Hook and promise (2 min)

- A recording checklist should catch problems before your guest arrives.
- Promise a short routine for room, equipment, and files.
- [MUSIC] Fade out before the first instruction.

Check the room (4 min)

- Listen for steady hum, fans, and intermittent interruptions.
- Make a short comparison recording with the microphone at two distances.
- Explain that software cannot repair every recording problem.

Check the equipment (6 min)

- Select the intended input and output in the recorder.
- Use headphones and record a test sentence.
- Listen back for clipping, echo, and missing channels.
- Keep the same gain for a fair before/after comparison.

Check the workflow (5 min)

- Confirm recording permission, local backup, and available storage.
- Name the episode files consistently before the session.
- [PAUSE] Demonstrate the checklist using your own setup.

Recap and next step (3 min)

- Recap room, equipment, and workflow checks.
- Ask the listener to record and replay a test before their next interview.
- [MUSIC] Add your actual credits and verified resource links.