CG Podcast
Pre-Production Checklist

Pre-Recording Checklist

Give this information to your guests in advance of their recording session

- Explain the main topics of interest for the discussion
- Provide an estimated length of time you hope to achieve during the discussion
- Provide as many potential questions in advance as you can to help the guest prepare
- Ask if there are any additional points you have not outlined in your advance question lineup that should be included
- Provide guests all the information below regarding the format and production process
- Provide a link to previous podcasts as a reference for guests to listen to and get a feel for the flow of conversation

Housekeeping Rules

Before recording, go over these housekeeping rules with your guests to ensure the highest-quality audio recording

- If possible, conduct your interview in a secluded, quiet room and shut the door where you will not be interrupted by others
- Turn off or silence all phones, text messages, email, etc. to avoid any interruptions from alarms or alerts
- Refrain moving around too much or from shuffling items around your desk or near your computer as ambient sound will be picked up by the mic
- If you stumble or get tongue-tied, simply pause and start over, all audio will be edited for mistakes
- Briefly review the format and flow of how the recorded conversation will go
- Remind guest they will be prompted at the end of the discussion to have the last word on any points that were not previously mentioned
- Ask your guest if they have any questions for you before you begin the recording