

Podcast Guest Instructions

- The three most important things for getting good sound on your side are the location you record in, using wired headphones and having a good mic. (Even ear buds you use for your phone qualify.)
- Find a quiet room to record in. (Try to avoid an echoey room or open windows or sitting too near large windows with street noise. Examples: A great location would be a carpeted room with soft surfaces – like a closet. An awful location would be a hotel lobby or room with lots of hard, reflective surfaces and extremely high ceilings like a loft.)
- Record using a computer. Phones and iPads don't work well with Squadcast, our recording software.
- Put your phone on airplane mode to disable interruptions from other calls or notifications, but use your voice memo app to record a backup of the interview. For information on using the app and sharing the recording, go [here](#).
- Turn off radios, TVs, fans. Disconnect from any VPNs.
- Please don't multitask while recording. Typing and sounds from software can be picked up by the mic.
- Watch for possible noise from things like bumping the table/desk or computer, clicking a pen, or banging jewelry. (It's best to remove jewelry like a bracelet or dangling earrings.)
- Please put pets in another room.
- Close email programs or anything that can make sound.
- IMPORTANT: Connect to Squadcast using the link I send and through the **CHROME** browser.
- ALSO IMPORTANT: If you have a **firewall**, you won't be able to join us. Please ask your IT dept.
- If you make a mistake or want to restate something, you can as it will be edited. Please pause a second if you do.
- It's a conversational tone, not NPR, so relax and enjoy the interview! :)



Phone in
airplane mode,
press record on
voice memo,
lock screen,
keep phone
NEXT to mouth

Corded headset with
mic side in ear

Phone call with
interviewer –
NOT on speaker