

Podcast and video recording checklist

Check the room, framing, microphone and first take before recording the full session.

WHEN	FOR	UPDATED
Before each recording	Podcasters and camera presenters	2026-10-08

00 Fill in

7 FIELDS

Project	Speaker or guest
Recording date	Destination and intended frame shape
Notes and decisions	Frame decisions and remaining problems
Problems heard and changes made	

01 Before the guest arrives

5 CHECKS

- ☐ Charge devices and check free recording space.
- ☐ Turn off notifications and silence avoidable room noise.
- ☐ Put the camera at eye level and light the face from the front.
- ☐ Confirm the frame includes hands or demonstrations that matter.
- ☐ Confirm permission to record everyone who will appear.

02 First test take

5 CHECKS

- ☐ Record 20 seconds of normal speech and a short loud sentence.
- ☐ Play it on headphones; listen for clipping, echo, hum and clothing noise.
- ☐ Check that the expected microphone was recorded.
- ☐ Check focus, exposure, lip sync and frame orientation.
- ☐ Record a correction and compare it before starting the full take.

03 During and after recording

4 CHECKS

- ☐ Leave a brief pause before restarting a sentence.
- ☐ Say corrections clearly without deleting the original file.

- ☐ Save the original in two locations before editing.
- ☐ Mark the strongest sections and any sensitive information.

04 Camera and framing

10 CHECKS

- ☐ Use the frame shape intended for the main publication.
- ☐ Put the lens near eye level; look at the lens during a direct address.
- ☐ Leave enough headroom without wasting most of the frame on the ceiling.
- ☐ Keep important gestures and demonstration objects visible.
- ☐ Avoid a bright window behind an underexposed face.
- ☐ Check focus with a short recorded test, not only the live preview.
- ☐ Leave a clear area for captions and identifying text.
- ☐ Check reflections, private objects and distracting movement in the background.
- ☐ Preview an intended vertical crop before recording a landscape-only take.
- ☐ Verify the exported orientation in the intended player.

05 Audio

11 CHECKS

- ☐ Confirm the expected microphone is selected.
- ☐ Keep the microphone position stable and avoid contact with clothing.
- ☐ Stop avoidable fan, appliance and keyboard noise.
- ☐ Record normal speech, a loud sentence and a quiet sentence.
- ☐ Listen for clipping, room echo, hum, plosives and dropouts.
- ☐ Move closer to the microphone if room sound overwhelms the voice.
- ☐ Reduce gain if loud syllables distort.
- ☐ Compare any noise-reduced version with the original on headphones.
- ☐ Compare loudness across speakers and between beginning and ending.
- ☐ Check intelligibility on a small speaker as well as headphones.
- ☐ Keep the untreated original; processing may remove useful speech detail.

Next Recorded it? Send the raw take.

Studio cuts the recording and prepares the episode and shorts for your review.

[Edit this recording in Studio](https://studio3.itskaivalya.com/signup?src=resource-recording-checklist)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-recording-checklist>



SCAN TO OPEN