



WaveFrame
Productions

PODCAST CHECKLIST

Important Things to Remember

SONYA LATEGAN



PRE-PRODUCTION

- ☐ Confirm episode topic and key discussion points
- ☐ Write or outline the script/talking points
- ☐ Confirm guest(s), check bios, and pronunciation of names
- ☐ Set target length (e.g., 20 min, 40 min)
- ☐ Test microphone, headphones, and recording software
- ☐ Check mic levels and positioning (6-8 inches from mouth)
- ☐ Set up video framing, lighting, and clean background (if recording video)
- ☐ Gather all assets: intro/outro script, ads, music, photos, etc.
- ☐ Turn off phone notifications and computer alerts



RECORDING

- ☐ Start with a strong intro (who you are, episode theme, what's coming)
- ☐ Speak clearly, maintain consistent mic distance
- ☐ Confirm guest(s), check bios, and pronunciation of names
- ☐ Stick to your outline but allow for natural flow
- ☐ Watch your time - try to speak for longer than your required time
- ☐ If referring to other media (photos/videos), note timestamp for editor
- ☐ Note mistakes or edits aloud (e.g., "Edit this out" or use a clap)
- ☐ End with a clear outro (summary, CTA, thanks, link to more content)



POST-PRODUCTION

- ☐ Organise your files: Save audio/video files with clear episode names
- ☐ Write a brief for your editor with: episode title, target length, what to highlight or remove
- ☐ Note key time stamps for important moments or edits
- ☐ Share your music assets (intro/outro, ad stings, licensed music)
- ☐ Upload intro/outro voice recordings if separate
- ☐ Share visuals: photos, logos, graphics, speaker names, brand assets
- ☐ Clarify tone and style preferences: casual or polished, what to cut
- ☐ Send show notes (summary, guest links, resources, CTA)
- ☐ Review final version and approve for publishing