

Podcast audio checklist

Keep the original. Check a short test before recording, then check the actual delivery file before publishing.

Episode: _____

Date: _____

01 Before recording

- ☐ Choose the right microphone and verify the recorder input.
- ☐ Record normal speech, a loud phrase and a few seconds of quiet.
- ☐ Compare mic positions; keep breath blasts off its front.
- ☐ Leave peak headroom on loud phrases and check for overload.

02 Capture and keep

- ☐ Use headphones to avoid speaker sound entering the mic.
- ☐ Keep remote speakers on separate tracks when possible.
- ☐ Check that both channels contain the sound you intended.
- ☐ Save the unedited takes and a lossless editing copy.

03 Edit and repair

- ☐ Remove private material, false starts and unwanted sections.
- ☐ Review pause cuts in context; protect soft words and timing.
- ☐ Identify hiss, hum, wind or room tail before choosing a fix.
- ☐ Compare cleanup at similar volume; keep natural consonants.

04 Deliver and verify

- ☐ Listen to each speaker, the quietest part and the loudest part.
- ☐ Check loudness and true peaks against the destination rules.
- ☐ Keep the master; make the delivery copy in the required format.
- ☐ Reopen the exported file and check its start, end and levels.

A workflow aid, not a delivery certification. Follow your destination's current requirements.

Full workflow: <https://fix.fm/learn/podcast-audio>

Recording help: <https://fix.fm/learn/record-clear-voice>

Free tools: <https://fix.fm/tools>