

Recording Checklists:

FOR THE HOST:

INVITATION

1. Calendar link- Google Invite (Check if it is confirmed)
2. Zoom link- Add it in the Calendar invite and Mail them personally
3. Contact details across all media
4. The topic of discussion
5. Questionnaire final printed
6. Reminder for speaker agreement if not received
7. Reminder for the promo video
8. Attach promotional material/gift, if ready

RECORDING

1. Questions reviewed and printed
2. Bio reviewed and printed
3. Light check
4. Audio check
5. H6 recorder check, battery, sd card backup
6. AC switched off completely
7. Timer ready
8. If there is some blooper and it needs to be cut out, make two loud clicks with your tongue so that it could be identified easily during editing. You can continue recording after that. Repeat this for every mistake.

PRIOR TO START

1. Timer on- to know the time of the episode
2. Zoom recording on
3. H6 recording on

POST INTERVIEW

1. Video backup cloud
2. Backup in system, audio and video
3. Shut down all systems
4. Store hardware
5. Send video for editing, transcribing, punchline and key learnings extraction.

FOR THE GUEST

BASICS

1. The interview will be conducted over Zoom, you don't have to install any software. Join the discussion with the provided link
2. For Men: Please wear a solid shirt or tee (no checks or stripes)
3. For Women: Avoid wearing distracting coloured outfits
4. As much as possible, have a clear backdrop.
5. Keep your responses to 2-3 minutes per question
6. If you find some difficulties in joining the discussion, please feel free to call this number **[provide a contact number]**
7. Hydrate yourself before the start of the interview

RECORDING ENVIRONMENT

1. Login with your PC or laptop, avoid using mobile camera
2. Turn off your AC/FAN or refrigerator if that is producing background noise.
3. Do not face to the hard surface/wall directly.
4. Make sure to turn off notifications on your laptop and mobile.
5. Switch mobile devices to DND you for another hour.
6. Do not record in room with echo. How about closet?
7. Don't sit on a chair that makes noise
8. Take care of your pets
9. Shut down unnecessary applications

WHILE RECORDING

1. Do not hit the table with hand.
2. Practice Screen sharing if you wish to share something
3. Monitor as you record so that you know what is being recorded.
4. If there is some blooper and it needs to be cut out, say cut, cut and then repeat the same point
5. If you are reading answers from script, make sure that you are not speaking fast. Try sounding natural and change pitch as required.