

Recording Your Show (Audio)

Recording a solo show:

- This can be done directly in Audacity
- Red button to record, you can take a pause or stop edit later
- If you want to continue on the same track use Shift-R
- All tracks will be merged when you export the audio
- 1. Add intro clip (if you have one)
- 2. Click on the red record button and start your show
- 3. *Engage listeners in your conversation, like you are talking to one person
 - Opening comments: Welcome, this is.....your host
 - Acknowledge or thank your listeners
 - Can add a CTA here
 - Today's topic is ____
 - Give a teaser to introduce it
 - Follow your pre-written bullet points to talk about your topic
 - Keep track of time, but don't be too rigid about this, you can always to "part 2" or "to be continued if you find you have more content for the time you have"
 - Close the show (summary, take-away, contact information and CTA)

If you have a guest:

- Opening comments: Welcome, this is.....your host
 - Today, my guest is _____, talking about _____
 - Acknowledge or thank your listeners
 - Can add a CTA here
 - Introduce your guest, read short bio
 - Interview Guest (can ask them for a take-away)
 - Have guest provide contact information and anything they want to share before you close the show
 - As the host, it's up to you to watch the time and keep the pace
 - Close – thank your guest, summary or take away, CTA and sign off (tagline)
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- Use Zoom to record
 - Rename audio
 - Copy and save
 - open Zamzar to convert
 - Convert files and upload file here
 - Choose format to convert to (Mp3)
 - Enter email to send converted file to
 - Download link will be sent to this email

Edit your show in Audacity or upload the unedited show that you saved as an mp3