B4NP RECORDERS

Training Solutions

- Create a short guide utilizing Articulate Storyline and host on Amazon Web Servers (S3) for guests to access as needed.

- Create a shortened URL with Bitly to share the resource with podcast guests in the pre-recording producer's email.

- Guide should demonstrate how to set up the recorder, teach guests how to find an ideal environment for the interview, upload audio post-interview, and what to expect after the interview has been completed.

- Guide should be accessible and easy to understand. Each slide should have clear text and the option of having material read aloud.

- Embed a feedback form to solicit feedback from guests about the tutorial, the interview process, and recommendations for potential future guests.

Non-Training Solutions

- Some guests may assume they should plug the recorder into the computer during the interview. Placing a tag on the cable reminding guests to not do this until after the interview has been completed could eliminate this possibility.

- As some guests already have studio setups, pre-interview emails from the producer can verify that guests have appropriate equipment to create high-quality audio and a backup to avoid using audio from the recorded Zoom meeting in future episodes.