Podcast Guest Equipment Checklist

Microphone

☐ Dedicated USB/XLR microphone

☐ Microphone stand or boom arm

☐ Pop filter or windscreen

Headphones

☐ Wired, closed-back headphones

☐ 1/4" or 3.5mm adapter (if needed)

Computer & Internet

☐ Laptop or desktop (no mobile devices)

☐ Reliable internet connection

☐ Disable notifications/close apps

Recording Environment

☐ Quiet room (doors and windows closed)

☐ Soft surfaces (curtains, carpet, etc.)

☐ No background noise/interruption

Software

☐ Recording app or web browser installed

☐ Meeting platform link tested

☐ Headphones selected as audio output

Optional

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