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Checklist pre and post recording

- Is the pop filter positioned correctly in order to soften the more “plosive” sounds of words beginning with b and p?
- Am I maintaining a consistent and best distance between my mouth and the microphone? (If too close, you risk amplification of mouth sounds. If too far away, a sensitive microphone will pick up white background noise.)
- If using Background music and or nature sounds, are they ambient? (This ensures that the voice and guiding are the primary focus and the listener is then most receptive to the suggestions and tone of the guide’s voice.)
- Does the background music and/or nature sounds complement the spirit of the meditation?
- Have all unwanted sounds in the vocals been edited out? (Check for background noise, breathing sounds, mouth sounds, mouse clicks, paper shuffling.)

- Is the volume of the vocals adjusted just right?
- Is the volume of the background music and or nature sounds balanced at the appropriate level to best complement the guiding voice?
- If the music and/or nature sounds are looped, are the transitions between loops smooth and undetectable?
- Has the ending of the track volume been adjusted to fade out gradually at the end of the track?

Importing and Storing files

- Has the audio file been imported into an mp3?
- Has the audio file been imported in Wav or Aiff format?
(Some apps require this larger format.)
- Has the “vocals only” file been imported? (With this file, you can mix it with another background music/sound file in the future.)
- Has the “background music/sound only” file been imported? (If you publish your recording in an app that allows for the listener to adjust the background music/sounds, you will need this separate file in addition to the “vocals only” track.)

- Has a listening sample been created and imported?
- Are all tracks filed into a designated folder on the computer?
- Have all these tracks been downloaded into Dropbox for online storage?

Cover photo for recording

- Has a photo been chosen to represent this audio?
- Has the photo been created into a cover? (I use Canva)

Publishing a track

- Have I uploaded the cover image for my track to all sites?
- Have I uploaded the mp3 or Wav/Aiff file to all sites?
- Have I uploaded the listening sample?
- Have I written a description of the recording and included the source of the background music at the end of my description?
- Have I identified relevant descriptive hash tags for this recording?