

# Radio Story Checklist

[Canadian Sound & Story Workshop](#)  
Adapted from Rob Rosenthal at [Transom.org](#)

## PLANNING

What's the **STORY**?

- Why should we care? Why now?
- Anecdotes to help illustrate it?
- Moment of reflection? Connection to something bigger?

Who Are the **CHARACTERS**?

What **SOUNDS** do I need to capture?

- Ambi? Active Tape? Interviews?

Make an **OUTLINE**.

## GEAR

- Recorders x2
  - Batteries ok?
  - Memory cards empty?
- Mic
  - Battery ok?
  - Windscreens?
  - Cable + backup cable
- Camera + charged battery
- Backup batteries
- Notebook + pens
- Headphones + backups (earbuds)
- Cellphone charged
- Appropriate clothes and weather gear
- Question list, interview contact info, and directions

## THE INTERVIEW

- Review questions, put them away
- Check the space
  - background noise?
  - potential noise sources?
  - furniture placement?
  - mic pointing away from unavoidable sounds?
- Start **RECORDING**
  - cellphones off everyone!
  - NOT in record-pause
  - slate the tape
  - explain process / why I'm here
  - get a level
- "Introduce yourself"
- Questions
  - 1
  - 2
  - 3
  - ...
- Check question list
- Anything to add?
- "Introduce yourself" AGAIN
- Anyone else I should talk to about this?
- Get ROOM TONE
- Shoot PHOTOS and/or video

## BACK HOME

- Download tape
- Rename files
- Back it up!