



Before You Hit Record

A quick preflight checklist for recording clear, consistent audio.



Microphone Setup

- ☐ Position microphone 6–8 inches from the talent.
- ☐ Angle slightly off-axis to reduce plosives.
- ☐ Attach pop filter or foam windscreen.
- ☐ Ensure mic mount/arm is stable and vibration-free.



Gain & Signal Check

- ☐ Set gain so peaks land around -12 dBFS.
- ☐ Phantom power ON for condensers/active ribbons; OFF for dynamics/passive ribbons.
- ☐ Monitor through headphones, not speakers.
- ☐ Have talent speak at natural performance volume.



Room & Noise Control

- ☐ Turn off HVAC, fans, appliances, notifications.
- ☐ Close windows and doors.
- ☐ Add soft materials to reduce echo.
- ☐ Ensure mic isn't pointed at reflective surfaces.



Connectivity & Routing

- ☐ Select the correct input device.
- ☐ Use 48 kHz sample rate.
- ☐ Label channels for multi-mic setups.
- ☐ Check cable connections and strain relief.



Test Recording

- ☐ Record a 10–15 second test clip.
- ☐ Listen for hum, hiss, echo, plosives, clothing noise, distortion.
- ☐ Adjust mic distance, gain, or angle if needed.
- ☐ Confirm monitoring is via the interface.



Talent Prep

- ☐ Remove noisy jewelry/badges.
- ☐ Choose quiet fabrics.
- ☐ Adjust glasses to reduce reflections.
- ☐ Do a short rehearsal at real speaking volume.



Checklist Complete!

When all items are checked, you're ready to record clear, consistent audio.



Having Trouble?

Continue to the next page for our troubleshooting checklist to help you find a solution.

Recording Troubleshooting Checklist

Find the issue you're experiencing and go through the steps to isolate and correct it.

Low Volume

- ☐ Increase input gain gradually.
- ☐ Move talent closer to the mic.
- ☐ Verify correct input channel/device.
- ☐ Inspect cables for damage.



Distortion or Clipping

- ☐ Lower input gain.
- ☐ Increase distance from mic.
- ☐ Check compressor/limiter settings.
- ☐ Remove unnecessary boost settings.



Background Noise

- ☐ Turn off noise sources.
- ☐ Move mic closer to talent.
- ☐ Switch to a dynamic mic in noisy environments.
- ☐ Add soft furnishings or treatment.



Echo / Roominess

- ☐ Decrease mic-to-talent distance.
- ☐ Add soft surfaces at reflection points.
- ☐ Angle mic away from reflective surfaces.
- ☐ Use a dynamic mic for untreated rooms.



Hum or Electrical Buzz

- ☐ Swap cables.
- ☐ Avoid running audio cables near power cables.
- ☐ Check grounding.
- ☐ Remove dimmers/chargers causing noise.



Plosives / Harsh Consonants

- ☐ Add or reposition pop filter.
- ☐ Angle mic off-axis.
- ☐ Increase distance to 6–8 inches.
- ☐ Reduce high-frequency EQ boosts.



Clothing Noise (Lavalier)

- ☐ Reposition lav at sternum height.
- ☐ Use tape mounts or broadcast loop.
- ☐ Avoid stiff clothing.
- ☐ Hide cable under clothing.



Latency

- ☐ Enable direct monitoring.
- ☐ Lower software buffer size.
- ☐ Ensure monitoring through interface.
- ☐ Close unnecessary applications.



Mic Not Detected

- ☐ Check cable and port.
- ☐ Confirm permissions/drivers (USB).
- ☐ Ensure correct gain channel (XLR).
- ☐ Restart software or system.



Inconsistent Sound Between Takes

- ☐ Reconfirm mic distance and angle.
- ☐ Maintain consistent posture/volume.
- ☐ Check processing/EQ settings.
- ☐ Ensure boom arm has not drifted.



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