

Grace Studio Recording Checklist

This checklist is designed to help your podcasters transition from the "holy imagination" phase to the actual recording, ensuring they are technically prepared and theologically grounded before they hit the "Record" button.

Grace Studio: "Launch & Record" Checklist

Phase 1: Spiritual & Creative Grounding

Before you turn on the mics, take a moment to center your purpose.

- **The "Why" Test:** Does this episode align with one of the **6 Pillars** (e.g., is it building vitality, seeking justice, or sharing the Gospel)?
- **The Vow Check:** Are we approaching this conversation with preserving the "peace, unity, and purity" of the church as promised in our ordination or baptismal vows?
- **Opening Prayer:** A brief moment of silence or prayer to dedicate the technology and the conversation to God's service.

Phase 2: Technical Setup

- **Check-In:** Please check in with a staff member to let them know you are here and that you have arrived in your designated reserved window of time. They will let you into the studio if it is not already unlocked.
- **Power & Connection:** Ensure your laptop (if using one), and all other needed equipment is plugged into a power source.
- **Mic Placement:** Remember to please position microphones about **2–4 inches** from the mouth. For the best sound, remain consistent with this distance.
- **Headphone Check:** Everyone recording should wear headphones to monitor volume levels and prevent "bleed" or echoes.
- **Level Setting:** (only applicable if using sound board) Ask each guest to speak at their normal "passionate" volume. Ensure the meters are hitting the **Green/Yellow** zone and never the **Red** (clipping).
- **Silence the World:** Put all cell phones on "**Do Not Disturb**" (not just vibrate) and be aware of additional sources of noise like clicking pens.

Phase 3: During the Session

- [] **The Disclaimer:** Record the Grace Presbytery disclaimer at the beginning or end of your session (see the Studio Policy for text).
- [] **The "Lead-In":** Leave 5 seconds of silence (room tone) at the start before speaking; this makes editing background noise much easier later.
- [] **Active Listening:** Remember that silence is okay. Let your guests finish their thoughts fully before responding.

Phase 4: Stewardship & Departure

- [] **Save & Export:** Double-check that your file has successfully saved or exported to your drive/cloud storage before closing the software.
- [] **Cable Management:** Gently coil headphones and mic cables. Avoid kinking or pulling them tight.
- [] **Equipment Return:** Please return all used equipment to its original and appropriate place. Please make sure you do not accidentally walk away with equipment labeled "Grace Presbytery".
- [] **Power Down:** Please take a moment to make sure all powered devices in the room are in the "off" position, including the lights, when you leave.
- [] **Reset the Space:** Clear any water bottles or notes. Leave the "recording kin-dom" space ready for the next creator.
- [] **Check-Out:** Please check out with a staff member to let them know that you are done and departing. They will make sure the studio door is locked at the end of the day.

Grace Studio Scripts

Option A: The Standard Intro

"Welcome to [Podcast Name]. We are recording today in **Grace Studio**, a ministry of **Grace Presbytery**. Please note that the views expressed in this episode are those of the hosts and guests and do not necessarily reflect the official position of Grace Presbytery or the PC(USA)."

Option B: The Guest/Interview Intro

"Today we are joined by [Guest Name] here in **Grace Studio**. As a ministry of **Grace Presbytery**, we provide this space to amplify voices that nurture theology and advocate for

peace. While we are grateful to host this conversation, the opinions shared today belong to the speakers and are not necessarily the official stance of the Presbytery or the PC(USA)."

Option C: The "Outro" Tag

(If you forget to say it at the beginning) "This episode was recorded at **Grace Studio**, a ministry of **Grace Presbytery**. To learn more about their/our work, visit the Grace Presbytery website at gracepresbytery.org. Views expressed here are those of the individual participants and not necessarily the official position of the Presbytery or the PC(USA)."