

THE CLUB

FREE RESOURCE — THE CLUB MCR

YOUR FIRST RECORDING SESSION.

Everything you need to know before you walk through the door. A guide for business owners, coaches and creators recording their first podcast at a professional studio.

BEFORE YOU ARRIVE

Preparation Makes Perfect

Walking into a professional studio for the first time can feel daunting — it doesn't need to. This guide covers everything from what to wear, to how to prepare your voice, to what happens on the day. By the time you finish reading, you'll walk in feeling confident and ready to record your best episode.

Plan your episode structure

Know your intro, 3–5 key talking points, and a strong close. You don't need a full script — a one-page bullet point outline is all you need. Bring it printed, not on your phone.

Rest your voice the night before

Avoid alcohol, excessive dairy, and shouting. Stay well hydrated. A rested voice records significantly better and saves editing time. Herbal tea with honey is your friend.

Dress for your brand

If you're recording video, wear what you'd wear to meet your best client. Avoid busy patterns, logos, or all-white — they create problems on camera. Solid colours photograph best.

Arrive 10 minutes early

This gives you time to settle in, get your mic levels set, and feel comfortable before recording begins. Rushing in stressed is the number one enemy of a great first episode.

Silence your devices completely

Put your phone on Do Not Disturb and leave it in your bag. Notifications mid-episode are the most common cause of retakes. Your laptop should be closed unless you're using it for notes.

ON THE DAY

What To Expect — Step By Step

01

Arrival & Setup

10 mins

Meet your studio manager. Choose your set, get mic levels set, and run a quick sound check. We handle all the technical setup — you just need to show up.

02

Warm Up

5 mins

We'll run through a few test lines to settle your nerves and warm your voice up before recording begins. This doesn't go on the record — it's just to make you feel at home.

03

Recording Your Episode

Your session time

You're in control of the pace. If you fluff a line or want to re-do a section, just pause, breathe, and repeat it. That's exactly what editing is for. Speak naturally, as if talking to one person.

04

Wrap Up & File Transfer

10 mins

We confirm all files are captured cleanly and discuss your editing options. Your raw files are transferred within 24 hours. Edited episodes are turned around based on your chosen package.

PRO TIPS FROM THE STUDIO

Recording Like A Pro

Mistakes are fine — just pause, breathe, and repeat the sentence. Editors cut on pauses, so a moment of silence before your retry makes their job easy.

Lean slightly towards the mic but don't move around. Consistency in your position keeps audio levels even throughout the episode.

Slow down by about 20%. Most first-time podcasters speak too fast when nervous. The mic picks up everything — you don't need to rush.

Look at your guest or camera rather than your notes. Glancing down briefly is natural, but connection and energy come from eye contact.

Water is your best friend. Take sips between sections. Avoid fizzy drinks, coffee, and anything dairy on the day of recording.

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READY TO RECORD?

Book Your First Session Today.

Manchester's Premier Podcast Studio for Business Owners, Coaches and Creators.

theclubmcr.com/book