



AUDIO RECORDING

Preparation and Tips

Part I: Things to do the day before your recording

1. Request your appointments three to four weeks in advance.
2. Create a script with descriptions for any diagrams. It's best not to improvise; mistakes made while improvising are harder to edit.
3. If printing Powerpoint slides, please print multiple slides on each page.
4. Proofread your script before you come to the recording.
5. Make sure you print two copies: one for yourself and one for the audio booth operator.
6. Bring water to your recording; extended recording sessions can cause your mouth or throat to become dry

Part II: What to expect the day of your recording

1. The audio booth is located in the back of our Media Vision offices in 98-B1-262.
2. Once seated in the audio booth, the technician will ask you to read your slides in order to get a volume level on your voice. Speak in your normal lecture voice; the operator will adjust the volume level accordingly so that the recording will be clear.
3. Once the sound check is complete, the technician will close the door and the recording will begin.

Part III: Tips for the recording session

1. Beginning the recording: Count to five silently before beginning to read; it gives the technician time to press the record button.
2. If you make a mistake during the recording, pause, say the word "again", and repeat the sentence.
3. Diction: Try to keep the pace of your speech measured and relaxed. The best recordings are free of hurried speech or long pauses.
4. Tracking: Say the slide number prior to each slide. This helps the technician to expedite the editing process after the recording is finished (e.g.: accurately identifying mistakes, etc.).
5. The microphone records everything and is very sensitive causing it to pick up any noise that is made.
6. Refrain from shuffling the pages, tapping on the table, etc.
7. Turn the pages a few seconds after you have finished speaking otherwise the noise of the pages will not be able to be edited out of your final recording.

Part IV: After your recording session

1. If you need to schedule another recording session, be sure to do so before leaving.
2. Please allow time for your audio recording to be edited. You will receive an email notification when it is ready.
3. When you receive a CD of your recording(s), it will be segmented into slides. You can take this CD to the Center for the Advancement of Faculty Excellence if you need help integrating the files into your presentation. To schedule an appointment, visit www.cpp.edu/cafe

Accessibility Requirements

The California State University (CSU) has set forth requirements stated by the Accessible Technology Initiative (E.O. 926) for all instructional and web material hosted by Cal Poly Pomona or any other CSU entity. Please note that all video materials must contain time synchronized closed-captions and all audio materials must be accompanied by a verbatim transcript or captions and all instructional materials must be accessible. We ask that you provide a script or transcript to us to ensure your audio or video recording meets these requirements.

MediaVision contracts with a vendor to provide captions at a rate of \$90 per hour of video or audio.

Please contact mediavision@cpp.edu for details.