

100-Year Membership Podcast Recording and Audio Submission Guidelines

Please use this guide to record and submit your story for the membership podcast.

Tools needed:

- A recording device (iPhone recording app, computer microphone, digital recorder, recorded Zoom meeting, etc.)
- Headphones
- A laptop or computer for uploading

Tips for Recording:

- Write down your discussion topics and practice before recording. *Do not write out an entire script to read. Try to keep your tone conversational and authentic.*
- Record in a small, quiet room where there is minimal background noise or echoes.
- Keep your body still, use light breathing techniques and avoid fidgeting with items in your space.
- Try recording with and without headphones. Recording with headphones typically has less audio feedback and makes your voice sound clearer.
- Do not exceed eight minutes. We cannot accept audio files longer than 5 to 8 minutes.

Speaking Tips:

- Use an upbeat, positive and personable tone of voice.
- Watch your speaking volume. Use a clear and strong voice, but don't be too loud.
- Slow down while speaking.
- Practice beforehand and find spots to use pauses for emphasis.

Uploading:

- Please upload your audio in an MP3 or M4A format. We cannot accept other file formats.
- Please do not edit your audio file. Upload the entire raw audio, and we will edit as needed.
- **Please use the following file naming convention: FIRSTNAME_LASTNAME_MEMBERNUMBER**