

Checklist for Live Directed sessions:

Before

1. Get the date and time right – triple check!
2. Make sure you're well slept and hydrated
3. Get a timezone app to make sure you have the right zone + DT / ST
4. Try to get a copy of the script before hand, only scan it once to get a sense of story, and identify any hard words, typos etc.
5. Check your gear. Is it all working ok? Correct sample rate? Correct settings for your connection app? Correct audio source selected?
6. Do a test with a friend or family member, trusted colleague or testing service
7. Try to mitigate any noises in your house or office, ask family or colleagues to go out, or be quiet during recording.
8. Fill your water bottle, have a clean sheet of paper for notes (or download my take list template), and have your headphones tested and ready.

During

1. You got the gig! Isn't this amazing! Enjoy it!
2. Try not to sound nervous, but confident and in control (because you are!)
3. Spend a couple of minutes finding out who the stakeholders on the call are, write down their names, get to know them a little – only 5 mins or less though.
4. Try to encourage only one person to direct (this is not always possible though)
5. Do not discuss money in the session, this should be done before or after the session (unless you are only dealing with a single client on the call who is also paying the bill)
6. Do not criticize the copywriting, but do offer constructive solutions if you have ideas. Such as "do you mind if I try it like this..."
7. Keep session to 60 mins before having a break, you need to look after your voice.
8. Always record on your DAW at your end in high quality.

After

1. Edit and send immediately.
2. Invoice, if needed, immediately!
3. Follow up to check all is well and if they need anything else.