

Podcasting Guidelines for UTea Recording

Thank you for your interest in recording a podcast for the Liberator Magazine. This podcast is for UT students who have a niche interest or knowledge, something most people know nothing about, and would like the opportunity to educate their peers about its importance. We want to be the vessel through which you make your voice heard, no matter what the topic is. Have a weird, x-files-esque event that no one knows about? Do you wish more people heard about a particular celebrity you're obsessed with? Want to explain why people should heed the warnings of their horoscopes? Then the UTea podcast is perfect for you. Below you will find all the information you need to record your podcast.

PLEASE READ ALL OF THE INFORMATION BELOW BEFORE RECORDING YOUR PODCAST. YOU ARE EXPECTED TO KNOW THE RULES AND STIPULATIONS OF THE LIBERATOR, AUDIO STUDIOS, AND CAMPUS EQUIPMENT BEFORE RECORDING.

Recording Your Podcast for the Liberator

The first thing the Liberator needs is an email detailing the topic you wish to focus on in your podcast. Please include a brief summary (about a paragraph) containing your interest and what you plan to say about it, and if you are going to be editing the audio on your own or if you plan on having us edit your audio (keep in mind, if we are editing your audio, you should plan on getting it to us as soon as possible). Our email is theliberator.lac@gmail.com. We will then send you an approval/amendments to your idea and the date we need you're edited/unedited audio by. **The Liberator does not have permission to use/include copyrighted music or recordings in our podcasts, so do not include any copyrighted music/audio when recording your podcast.** If you have a source you want to use in your podcasts, such as written interviews, books, or articles, **do not forget to cite them.** Please keep your podcast topics and language appropriate, as the UTea Podcast is a part of the Liberator Magazine, which is the official publication for the College of Liberal Arts.

Audio Studios on Campus

There is a variety of recording studios open to UT students and staff. None of these locations are reserved, and all are used on a first-come, first-served basis. If you want to use one of the campus recording studios, please understand that there may be another student using these rooms

at the same time you would like to use them. Please be courteous and wait for the room if it is in use, or go to another studio on campus that is not in use.

Note that there may be a room that requires training/certification before use. The information needed to become certified is provided. Additionally, some rooms may require a student to check out equipment if it is not provided. That information is also available below.

CMA 4.140 Digital Media Lab DML Radio Room

- **This audio studio is free for all UT students to use, but has a schedule. Moody students can reserve the room, so make sure before you go in to record that there is enough time to record before the room is reserved (ask the front desk).**
- Building: CMA - Jesse H Jones Building A
- Hours: Mon-Sat 7 AM - 11 PM, Sun 10 AM - 11 PM
- Studio seats 4 people
- 4 Microphones with Recording and Editing Software in Studio
- Recording Studio page:
<https://web-apps.communication.utexas.edu/usher/Moody/About/Facilities/?room=CMA-4.140&roomid=125>
- Questions? Call 512-471-1199

CMB 1.106A - RTF Edit Suite

- **This audio studio is free for all UT students to use, but has a schedule. Moody students can reserve the room, so make sure before you go in to record that there is enough time to record before the room is reserved (ask the front desk).**
- Building: CMB - Jesse H Jones Building B
- Hours: Mon-Sat 7 AM - 11 PM, Sun 10 AM - 11 PM
- No Microphone in the editing suite, the microphone must be checked out at CMA 3.104 (any UT student can check out equipment)
- Studio seats 3 people
- Recording Studio page:
<https://web-apps.communication.utexas.edu/usher/Moody/About/Facilities/default.aspx?room=CMB-1.106A&roomid=36>
- Questions? Call 512-471-1199

DFA 3.200 The Foundry Recording Studio

- **This recording studio requires that you or someone you record with must be certified prior to using the equipment. Below is information on how to get certified.**
 - Information on training, how-to guides for recording:
<https://www.lib.utexas.edu/study-spaces-technology/foundry>

- Building: Doty Fine Arts Building
- Hours: Mon-Thurs 9 AM - 9 PM, Fri 9 AM - 4 PM, Closed Sat-Sun
- 1 Microphone with Recording and Editing Software
- Studio seats 3 people
- Recording Studio page:
<https://www.lib.utexas.edu/study-spaces-technology/spaces/recording-studio>
- Questions? Call 512-495-4481

If you have any urgent questions while you are recording in the booth and the respective building services are not answering, please contact Allison McCarty at 512-633-2395.

Is there a recording studio that you know is available for UT students to use and isn't included on the list? Email us!

Checking Out Equipment

If you do not want to use any of the on-campus recording studios, the PCL and the Foundry have equipment available for checkout. This portable equipment is good for recording podcasts with, but please make sure the audio sounds clear and crisp with no background noise before recording. Please try to find sound-proof rooms when recording outside of a campus audio studio.

****Please note that the equipment available for check out at the Foundry requires training to use.****

Equipment:

<https://www.lib.utexas.edu/study-spaces-technology/equipment/category/audio%20recording%20%26%20production>

How to get trained for Foundry equipment:

<https://www.lib.utexas.edu/study-spaces-technology/foundry>

Getting Your Recording to the Liberator

If you *are* going to use a campus recording booth, please ensure that all audio has been saved and exported before leaving the studio. Make sure that the audio is being recorded in a WAV, MP3, FLAC, AIFF, or ALAC format, and don't forget to delete any recordings and log off of the equipment before leaving the booth. If you are editing the audio yourself, please make sure that it is in a WAV, MP3, FLAC, AIFF, or ALAC format when sending.

If you *are not* going to edit your podcast, please send the recorded WAV, MP3, FLAC, AIFF, or ALAC formatted audio to the Liberator email (theliberator.lac@gmail.com) as quickly as possible.

We would like for the final, edited podcast to have a minimum of 15 minutes and a maximum of 45 minutes. If you are worried your finished podcast will go under/over that time limit, please email us.

Remember...

1. Introduce yourself and the UTea podcast

We need listeners to know who you are and the name of the show they are listening to. However you want to introduce yourself is fine, just be sure to include your name, some information about yourself (your year in school, major, etc), the show title: “The UTea podcast, the official podcast for the Liberator Magazine”, and the topic that the podcast will be about.

If you are recording multiple episodes in one recording, **DO NOT FORGET TO INTRODUCE THE PODCAST FOR EACH EPISODE**. This will help in editing to know when the previous episode stops and the new episode begins, as well as having the mandatory introduction to the podcast.

2. Have a Sign Off at the end of the UTea Podcast

Dont just stop talking, say goodbye! Repeat who you are again and the podcast they have been listening to. If you feel like it, mention your socials or plug a way of getting into contact with you in the chance that a listener wants to further discuss the topic with you. If you are recording a series of podcasts, mention what the next one will be about.

3. Have a script, an outline, or talking points prepared

Make sure you know what you will be talking about. Having notes prepared can help you stay on track and make sure you stay within your time limit. It’s okay if you want your podcast to be organic, but having even a small list of things you want to say can be beneficial.

4. If it helps, have another person record with you

Having another person with you when recording can make talking easier and more organic, especially when they share the same interest. If recording by yourself seems daunting, bring in a friend!

5. Have fun with it!

The UTea podcast is just for fun, don’t take it too seriously. All of us at the Liberator are looking forward to hearing whatever topic you plan on podcasting about. If it is something you are interested in, then we are too!