

2.1 Setting Up Recording

Only use zoom mics if you can't get an interviewee into URB. You can use these by speaking to a member of URB Comm, signing them out and returning them to the studio ASAP.

Otherwise, you can record all documentary, audiobook and drama content in Studio 1. First up, book the studio online. Login to 1449urb.co.uk using your BUCS username and password, then go to studio booking in the admin pages. The best time to book in recordings for speech programming is straight after Morning Glory or at weekends. These times don't usually have any radio shows scheduled.

When you go into Studio 1 check on our monitor next to the wall clock that the studio is not broadcasting live. The feed should be coming from our Nonstop service. If this isn't the case, ask a member of URB Comm to switch it over. You can stick a notice up on the outside of the studio door so that people know not to come in while you're recording.

To set up recording in Studio 1, check that the "AUD" button is lit on the desk for each of the channels that you want to record (e.g. Mic 1, Cart 1. etc). Then open up Audition on the Cartwall PC Monitor. Then press record. Use Audition, and don't rely on Icecast to automatically record your shows for you as the audio quality isn't always brilliant.

The typical URB studio layout for an audiobook or documentary voiceover is to have the reader/interviewer/interviewee on a directional microphone (the skinnier looking ones), and the producer at the desk keeping an eye on the Audition recording stream. The desk producer should watch the Audition stream at all times to check that the reader is not too loud and that the recording doesn't glitch out for a second. If that happens then they need to stop the voice actor straight away and redo the poor parts. You can "trim" the microphone volumes up and down using the green-coloured dials on the desk. There is nothing worse than having to book in recording sessions to redo bits as the voice actor's tone and emphasis will probably be different!

Listen in carefully to make sure that your voice actor isn't turning over pages while they are reading a script. Let your voice actor have a pause while they turn the page, then crack on. There's no need to switch recording on and off. Just keep it going. If necessary, get them to read off an iPad instead. Ask everyone else in the room to be completely quiet or sit outside.

For a documentary with debaters or a drama with multiple actors, position the two directional microphones so that the people are facing each other. This helps them to keep a consistent distance from the mic and stops them from turning their head at random moments. They don't need to be looking at the desk producer or anyone else in the studio.

The Studio 1 version of Audition can act up sometimes, so if in doubt also record using Studio 2 or 3 at the same time. To do this, simply go into either Studio 2 or 3, put up the "Studio 1" channel on the desk or wall switches, and press record on Audition. For recording in Studio 3, also press the Studio 1 button above the fade so that the light is on. Recording across Studios isn't really an option during busy weekdays, but during early mornings, evenings or weekends this is feasible.

And for your own sanity, after you're done and have pressed stop on recording **SAVE THE FILE IN YOUR PRESENTER FOLDER. DOUBLE CHECK THAT IT HAS SAVED. TRIPLE CHECK.** Normalize it and then **SAVE AGAIN.** People have lost entire pre-recorded shows before because they closed down Audition before saving to a memorable location!