

## GUIDELINES FOR MAKING THE SOUND-ONLY FILE

April 10, 2020

- Location: Someplace **quiet!** That means away from other people, wind, rain, and animals that make noise. This should also be someplace you're not likely to be interrupted.
- Format/style: Monologue: One person speaks into the recorder.
- Length: No longer than **5 minutes**.
- Content: Loud, clear, articulate audio communicating the health-safety information detailed in the script, nothing more.
- Tools you'll need:
1. A smartphone with plenty of battery life
  2. A voice recording app\*
- OPTIONAL: an audio recorder you are comfortable using

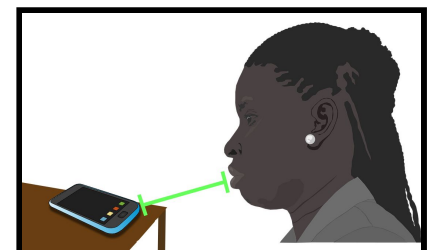
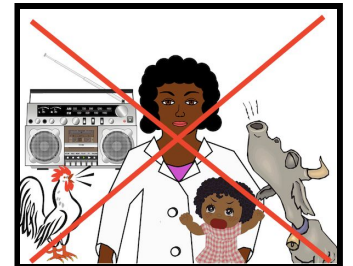
\*Here are some **detailed instructions** for recording audio files on your phone:

<https://www.wikihow.com/Record-Audio-on-a-Mobile-Phone>

Please, **do not use WhatsApp** to make voice recordings!

### GREAT AUDIO RECORDING CHECKLIST

- You can hear yourself clearly and **can understand what is being said** (there is no wind blowing or background noises).
- Turn off all notifications** while you create the video!
- You are speaking in an engaging and clear manner.
- Place the phone (or recorder) at a **consistent distance away from your mouth** throughout the recording. Don't hold or pick up/move the phone while recording.
- Stand or sit still while speaking** into the smartphone/recorder. Don't walk around or move your head in many directions while speaking.



Once you have your final (best) sound recording,  
**send ONLY this file** to your assigned Coordinator.  
**PLEASE DO NOT SHARE THE FILE WITH ANYONE ELSE  
UNTIL IT IS FINALIZED BY THE TECHNICAL TEAM**