VOCAL BRANDING AGENCY

RECORDING GUIDE

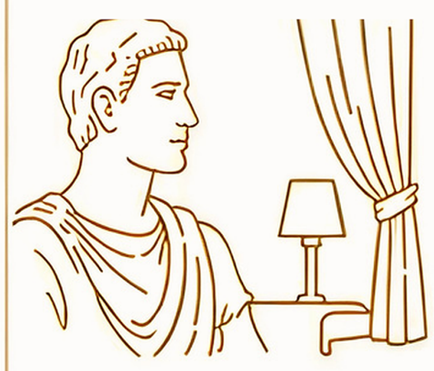
CAPTURE BETTER VOICE AT THE SOURCE

Great vocal processing begins with a good recording.

You don't need an expensive studio.

Follow these guidelines and we can do substantially more with the final sound.

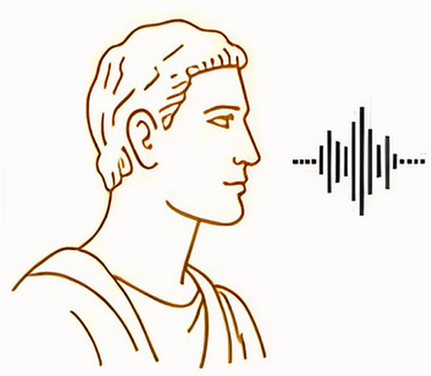
01
CHOOSE THE RIGHT ROOM



Record in a soft room treated with furniture, rugs, curtains and bookshelves.

Avoid empty rooms, bare walls, kitchens, bathrooms and large windows.

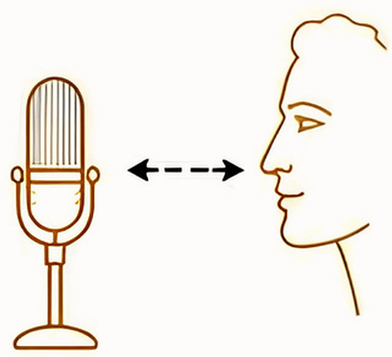
02
REDUCE BACKGROUND NOISE



Turn off fans, AC, TVs, appliances and anything unnecessary.

The less we have to repair, the more we can enhance.

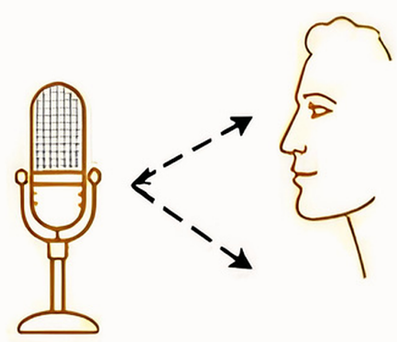
03
MICROPHONE POSITION



Stay 10-20 cm (4-8 inches) from the microphone.

The mic should hear you, not the room.

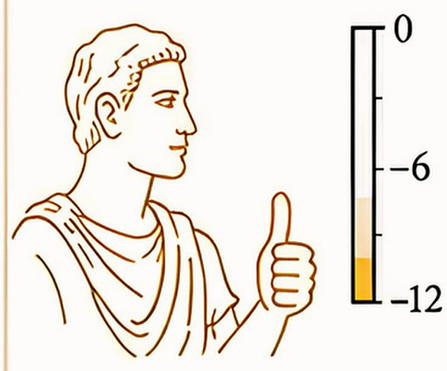
04
DON'T SPEAK DIRECTLY INTO THE MIC



Aim slightly to the side of your mouth.

This reduces plosives, breath blasts and harsh sibilance.

05
SET A HEALTHY LEVEL

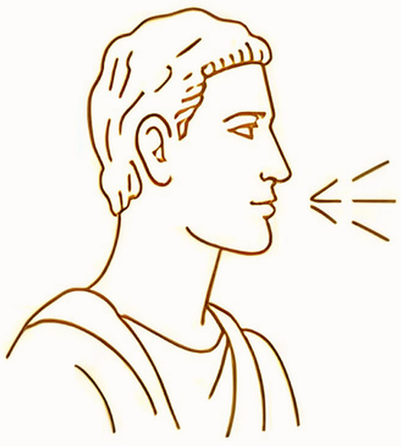


Peaks should sit around -12 to -6 dBFS.

Never let the meter hit the red.

Clipping cannot be undone.

06
RECORD NATURALLY



Speak the way you want your audience to hear you.

Don't over-project, whisper or force a "radio voice".

07
STAY CONSISTENT

Try not to move toward or away from the mic.

Consistency creates a professional and balanced sound.

VBA

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08
CLOTHING & CONTACT NOISE

Avoid noisy jewellery, wire rustle and tapping the desk or mic stand.

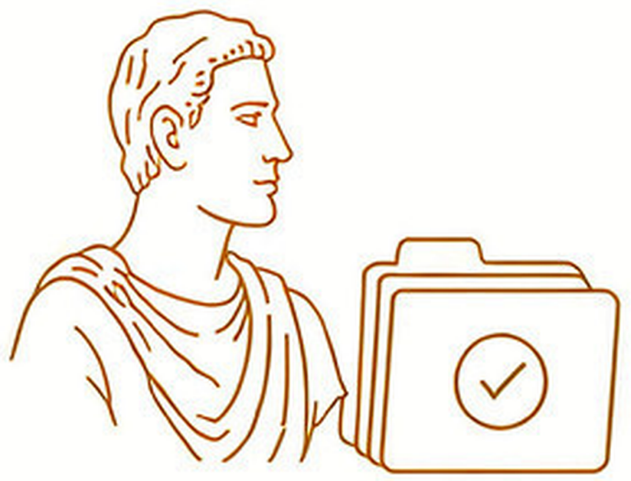
Keep hands and cables away from the mic.

09
RECORD A FEW SECONDS OF SILENCE

Record 5-10 seconds of pure silence before or after your take.

This captures the natural room tone.

10
SEND US THE CLEANEST VERSION



Avoid EQ, compression, limiting, reverb, noise reduction and AI tools.

Send the original. We'll take it from there.

11 FILE FORMAT

WAV

Preferred:
WAV
24-bit / 48 kHz

If you recorded at another sample rate, send the original. AIFF is also fine.

If WAV isn't available, send the highest-quality export your software allows.

12 VIDEO CREATORS

Send us the highest-quality original file available.

If your system creates a separate high-quality audio file, include that as well.

Avoid sending downloaded YouTube, Instagram or TikTok videos unless originals are unavailable.

13 GUEST SPEAKERS

Record each speaker on a separate track whenever possible.

This allows us to treat each voice more cleanly.

14 BEFORE YOU PRESS RECORD

- Quiet room
- Phone notifications off
- Mic positioned correctly
- Pop filter if available
- No clipping
- No unnecessary processing
- 5-10 seconds of silence
- Original file preserved

DON'T CHASE PERFECTION

You don't need a studio. You don't need the world's most expensive microphone.
Give us a clean, natural and undamaged recording. We'll take it from there.

YOUR VOICE. YOUR LEGACY.