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# Voice Acting Guide

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## Overview

Voice acting for “A Cog in the Cosmic Machine” will be recorded by the voice actors themselves, using [this Google Sheets form](#) as reference. This document includes basic guidelines for recording and naming files. Ideally, we could get VA’s inside one of the spaces in the GCC on campus, but considering everyone’s circumstances, this is not a requirement.

## Recording

Not everyone will have access to a full sound booth or ideal environment, but as long as your recordings are consistent and have little or no background noise, we’ll be golden. Some of this information you might already know, so it’s summarized as much as possible. Here are the biggest things to take into consideration:

- When using your phone or computer microphone, to eliminate echo from your voice bouncing off of hard surfaces by putting a blanket over your head and the device.
- Try to avoid recording in rooms with fluorescent lights or heating and air conditioning units.
- Take a sample recording first to listen back to; try and record just the room for about 30 seconds so you can identify any extra noise.
- Make sure to record all of your takes for a single line as one file, then start a new recording for each new event.

- Unless otherwise mentioned in the Direction Notes, please record three takes per event. We'll only ask for more when recording smaller lines or soundbytes used throughout the game or for events vital to the story.
- You may save your audio files as any format you choose, but .mp3s would be appreciated!

## **Naming Files**

When recording, name files after your character, followed by a dash (-), and finally the main word used in the event title. The main word of the event will always be **bolded**. All of your takes for that event should be included in that file, which can be uploaded to the pppp-audio channel in the Discord, sent to [Jake Hyland](mailto:jhyland@mail.bradley.edu) (jhyland@mail.bradley.edu), or uploaded [directly to the drive](#) in your character's folder.

As an example, if you're recording for Kuon Tezuka, and the event is called Ship **Boarding**, when you finish recording, please label the file "kuon-boarding" and send/upload it at your convenience.

## **Recording Times**

Unless you are close enough to campus and want to set up a recording time at a physical location, the weeks we'll be recording are:

- **March 8th - March 14th**
- **April 1st - April 8th**