



— PRIVACY / CONSENT

The Recording Consent Script Pack

The exact words that turn “is this legal?” into a settled yes, for calls, invites, interviews, and all-party states.

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USE IN 30 SECONDS

Use this in 30 seconds. Pick the line for your situation, say it before you start recording, and wait for the yes. In an all-party consent state, that spoken yes, recorded, is your consent. Keep this sheet where you take calls.

Why one sentence settles it

Almost every recording law punishes secrecy, not the recording itself. Disclose that you are recording, get agreement, and you land on the safe side of federal law and every all-party state at once. These are the lines. Say the one that fits, out loud, before anything else.

The call opener

Say this first, before the conversation starts.

Before we start, I'm recording this call so I can focus on the conversation instead of taking notes. Is that okay with everyone?

WHEN TO USE. Every call, in any state. Wait for the yes before you continue. On a call that reaches an all-party state, this recorded yes is the consent the statute asks for.

The calendar-invite line

Drop this into the invite body so nobody is surprised.

Heads up: this meeting will be recorded so we have accurate notes. Let me know in advance if you'd prefer we don't.

WHEN TO USE. Recurring meetings and anything with more than two people, where a spoken opener is easy to miss.

The pre-meeting email

For an interview or a sensitive one-to-one, send this the day before.

So you know what to expect, I plan to record our conversation for my notes only. If you're not comfortable with that, we can take notes the old-fashioned way. Just tell me.

WHEN TO USE. Interviews, references, and any call where the other person should have time to think about it.

The in-person line

When the recorder is on the table and in plain view.

I've got this recording so I don't miss anything. Everyone good with that?

WHEN TO USE. Face-to-face meetings. Plain-view recording plus a spoken yes is the safe path everywhere, including states that ban secret recording.

The recorded announcement, for all-party states

States like Washington and Connecticut let you satisfy all-party consent with an announcement that is itself recorded. Say this at the very start, so the notice is captured on the recording.

This call is being recorded, and by staying on the line you're agreeing to that. If anyone would rather I not record, say so now and I'll stop.

WHEN TO USE. Phone calls that touch Washington, Connecticut, or any state where you want the consent captured in the recording itself. Note: in the EU, staying on the line is not enough; get an active yes.

The multi-state and cross-border checklist

When a call crosses state or national lines, follow the strictest rule that could apply.

- Someone in a different state? Treat the whole call as all-party. Use the opener above, every time.
- Someone in the EU or UK? Get an active yes, not a “stayed on the line,” and keep a note of it.
- Recording a 1:1? It belongs to the two of you. Do not share it wider without asking the other person.

- Not sure which rule applies? Default to disclosure. It is never the wrong move.



Keep this from becoming another dead document

A script pack works while somebody remembers to open it. talk2bud sits on the call instead: it records, transcribes, and writes the summary, the decisions, and the next steps with owners, so what you agreed survives the meeting.

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