



AUDIOBOOK NARRATOR

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WELCOME PACKET FOR AUTHORS

Welcome to the Adventure!

First and foremost, congratulations on taking the leap to making your book into an amazing audio experience. I know your readers will be delighted with the immersive quality and accessibility that audiobooks can provide! I'm so thrilled you chose me to be a part of this journey!

Below you will find a guide to how I approach the process of producing your audiobook, along with some other useful information. All narrators work slightly differently, so please review this info carefully, even if this isn't your first audiobook. Along the way, I will need certain information from you as we collaborate.

Please feel free to contact me should you have any further questions or need clarifications!

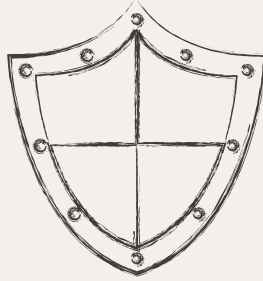
An audiobook has a series of steps in its development. Here's an overview, with more details for each step to follow.



Process Overview

1. SCHEDULING DEPOSIT
2. RECEIVING/PREPPING THE MANUSCRIPT
3. PRODUCTION SAMPLE: THE FIRST 15
4. NARRATING THE PROJECT
5. PROOFING
6. EDITING AND MASTERING
7. DELIVERY AND APPROVAL
8. FINAL PAYMENT





1. Scheduling Deposit

As a full-time narrator, my schedule fills up several months in advance. In order to hold your spot on my calendar, I require a scheduling deposit of 10% of the total project quote to be paid at the time of scheduling.

Paying this deposit ensures that your book is **completely finished at the time of booking**. I do not schedule audiobooks for works in progress. This holds your spot, and protects you from being overshadowed or outbid by another client. In the unlikely event that I need to reschedule with you, this deposit also entitles you to a new project timeline that works for both of us.

This deposit will be reflected in your **quote**, and will go toward the total cost of the project on the final invoice.

It is also preferred that your book has been read by both **alpha and beta readers**, as well as **professionally edited** by both a developmental editor and a line editor before we begin discussing audiobook production. If **sensitivity readers** are required, that's a great step to take as well.

An audiobook narrator is not responsible for correcting typos or syntax errors, and this slows down the process greatly if these steps have not been taken before we get the manuscript.

If you need help finding reputable professionals who can provide these services for you prior to scheduling with me, just let me know! I may be able to assist with this as an additional service.



2. Receiving/Prepping the Manuscript



Important: I will need the full manuscript of the book in single page view PDF or Word document format. (No double-page formatting with borders and frills, please!) Also please include the text you prefer for the **opening and closing credits**, and let me know if you'd like me to narrate any of the front and back matter for the book.

Prior to signing this agreement, please disclose if your book includes any of the following:

- Trigger warnings
- Explicit sexual content. (Be very specific! I would like to know if this will be a pseudonym project for me.)
- Strong or offensive language, especially slurs
- Religious or politically charged content
- **Any “mysterious voices” or “surprise character reveals” need to be identified for me prior to recording!**

Along with the manuscript and content disclosures, I require:

- **Character Notes**
- **Series Notes, if Applicable**
- **Text and Audio Pronunciation Guides**

Character notes: information on all main and secondary characters, including the following:

- Character Age, gender, species, if applicable.
- Location - Where the character is from: country, city, culture
- Adjectives - descriptive of their attitude, traits, talking pace, and so on (sarcastic, gruff, kind, cocky, flighty, timid, etc.)
- Voice qualities: accent, if any, pitch, cadence, and other notable characteristics

Receiving/Prepping the Manuscript (continued)



- **Series notes, if applicable**

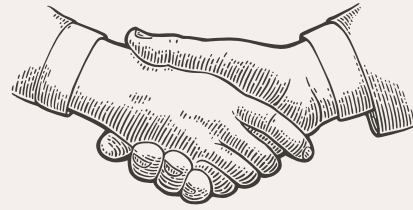
- Any characters that recur later
- Any minor characters in this book that have larger roles later
- Any story arcs or plots that are good to keep in mind for later.

- **Text and Audio Pronunciation Guides**

- Text Pronunciation Guide - an alphabetical list of character names, place names, local words, fantasy terms, anything that may need clarification on pronunciation.
- Audio Pronunciation Guide - a recording of you reading the list of pronunciations aloud (A voice memo recorded on a phone will do nicely!)

All of these things help make prepping your book as seamless and clear as possible, and ensures that the final audiobook is consistent with your creative vision.





3. Production Sample: The “First 15”



After prepping the book, I record an excerpt, or series of excerpts. On ACX, this is usually called “the first 15 minutes.” I will typically not aim to *just* record the first 15 minutes of the book, but instead, focus on ensuring I get the most important parts in for your approval. This can include proper term pronunciation, character voices, and pivotal scenes. If there are any specific scenes or moments you'd like to hear in this sample, please let me know as soon as you can!

I will send this to you for your feedback, before moving on with recording.

This is a critical step.

This is when you give your approval for any performance choices I make in the excerpt. After this preview, the only notes I will be able to accept from you will be for technical issues or reading errors.

Performance notes and major script changes are out of scope after approval of the first 15.

Also at this time, **I require another 10% DEPOSIT** on the *estimated* cost of the full production. This will be noted in the estimate as well.

This deposit, coupled with the scheduling deposit will equal 20% of your estimated project total, and will be applied to your final balance due upon completion of the project. **At this point in the process, if any payment plan needs to be agreed upon, this will be documented in writing upon approval of the First 15. I do not accept payment plans after this point in the process, and will expect payment in full when the project is complete.**



4. Narrating the Project



Now it's time for me to do the actual narration, to take your brilliant work and give it a voice! How long narration takes depends on the length of the book itself, how complex the text is to read, and other factors. I can record an average of 1-3 hours of audio a day, before moving on to the post production phases.

During this time, you may not hear a lot from me, but don't worry, I'm hard at work! Do check your email though, as I will reach out to you with any questions I have in the process.

My aim is always to complete the book according to our agreed-upon schedule, barring any unforeseen circumstances.

If something unexpected happens, I will contact you immediately.

If I come across typos or other obvious mistakes, I may attempt to correct them in my narration. I may narrate it as written, or I may reach out to you for clarification. Regardless, if there are still mistakes in the narration, I'll be happy to revise them once we reach the Delivery & Approval (QC) stage.



5. Proofing



Once initial recording is done, I check the entire recording, comparing it to the text. Anything that needs fixing such as technical glitches, the wrong text was read, or mispronunciations are noted. A list of these is made, called “pickups”, which I use to go back through the recording and fix them.

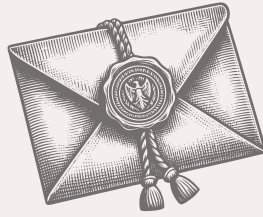
There is nothing you need to do during this phase.

6. Editing and Mastering



Once pickups are recorded, I edit them into the original recording, then go over the entire recording to give it the final polish to make it sound amazing, removing distracting breaths and adjusting the timing. After this, I will master the files to meet the technical standards specified by ACX or the final distributor.

Depending on the length of the book, and my availability, I may elect to send the files to an engineer for editing and mastering. All efforts will be made to make sure the final files match the sound quality you approved in the First 15. Should this be the case, any additional cost of outsourcing editing and mastering will have already been reflected in your quote.



7. Delivery & Approval

After proofing, editing and mastering is complete, you come back into the process!

All the files will be made available to you to listen to and give your feedback. On ACX, this will be on their website; in other cases, it will be different, and I'll advise as to how the files will be made available to you.

(Google Drive, Dropbox, etc.)

I need you to listen to the entire audiobook. I know that may be asking a lot, but it's critical to the process. This is your opportunity to find any additional errors that slipped through the cracks in the proofing and editing process.

At this point, you will use the **Correction Template** (it's a Google Sheet I will email to you at this point in process) and your job is to note any instances of:

- **Technical errors:** Glitches, missed edits, background noise—essentially, anything that distracts from the performance

- **Narration errors:**

Mispronunciations, stumbles, etc. These all should be taken care of in the proofing & editing, but there's always a slim chance something may have been missed.

Please note: Any performance notes or major script changes are not accepted at this time, which is why I take great care in what I submit for the First 15.

Remember, that first checkpoint is your opportunity to give any performance notes you may have! Any other major changes at this point in the process may incur additional charges, because it is difficult to blend them into the final files.

Once you've listened to the entire audiobook, submit any notes you have to me. I will use the correction template to make any final corrections, and get the files ready for submission!

If we are contracted through ACX, I prefer to upload these files myself to streamline the process.



8. Payment



When the time comes to make your payment, any previously agreed upon payment plan will be applied. A final invoice will be sent to you with the updated total, reflecting your balance due after both deposits were paid previously. The actual amount due **may differ slightly** from the quoted amount on the attached estimate, because it's difficult to predict the exact recorded length of the finished book, but major differences will be communicated.

I accept the following:

- PayPal
- Venmo
- Apple Pay
- Paper check by mail

All of my payment information is listed on your invoice and estimate.

Conclusion

I recognize that this may seem like a lot of information all at once. I understand completely. Hopefully it is helpful to you to have all of this info in one place for your easy reference! And don't hesitate to reach out to me for clarification if you feel you need it!

Again, I'm so pleased that you chose to partner with me for this audiobook project. I recognize that you're placing a lot of trust in me, handing over your labor of love for me to bring to life! I promise that I will do my very best to earn that trust. In the meantime, I wish you all the best with your writing!

