

# Audiobook Production Timeline

## Your Production Checklist

Kelly Jean

Audiobook Narrator

### Project Information

Book Title: \_\_\_\_\_

Author Name: \_\_\_\_\_

Word Count: \_\_\_\_\_ Finished Hours: \_\_\_\_\_

Service Tier: ☐ Basic ☐ Standard ☐ Premium

Project Start Date: \_\_\_\_\_

Expected Delivery Date: \_\_\_\_\_

### PHASE 1: PRE-PRODUCTION & SETUP

Week 1 | 5-7 Days

#### YOUR ACTION ITEMS:

- ☐ Complete Character Voice Brief form
- ☐ Submit final manuscript (Word or PDF format)
- ☐ Provide pronunciation guide for unique names/terms
- ☐ Share any character inspiration references (optional)
- ☐ Submit author bio for opening/closing credits

#### NARRATOR DELIVERABLES:

- ☐ Manuscript review completed
- ☐ Character voice samples delivered (3-5 min per character)
- ☐ Pronunciation guide created
- ☐ Project timeline confirmed

☐ VOICE SAMPLES APPROVED

Date Approved: \_\_\_\_\_

Notes: \_\_\_\_\_

## PHASE 2: RECORDING & PRODUCTION

Weeks 2-5 | 3-4 Weeks

### 25% MILESTONE CHECK-IN (End of Week 2)

- ☐ Received 15-20 minute sample
- ☐ Reviewed sample for:
  - ☐ Character voice accuracy
  - ☐ Pacing and tone
  - ☐ Emotional depth
  - ☐ Technical quality
- ☐ Submitted feedback within 3 business days

Date Submitted: \_\_\_\_\_

- ☐ Feedback addressed by narrator

Notes: \_\_\_\_\_  
\_\_\_\_\_

### 50% MILESTONE CHECK-IN (End of Week 3)

- ☐ Received 20-25 minute sample
- ☐ Reviewed sample for:
  - ☐ Voice Consistency
  - ☐ Romantic chemistry
  - ☐ Key scene execution
  - ☐ Overall satisfaction
- ☐ Submitted feedback within 3 business days

Date Submitted: \_\_\_\_\_

- ☐ Feedback addressed by narrator

Notes: \_\_\_\_\_  
\_\_\_\_\_



#### 75% MILESTONE UPDATE (End of Week 4)

- ☐ Received progress update email
- ☐ Confirmed estimated completion date
- ☐ No action required (informational only)

Date Received: \_\_\_\_\_

#### RECORDING COMPLETE (End of Week 5)

- ☐ Received recording completion notification
- ☐ Moving to editing & mastering phase

Date Received: \_\_\_\_\_

### PHASE 3: EDITING, MASTERING & QA Weeks 6 | 5-7 Days

#### NARRATOR TASKS (No Action Required)

- ☐ Detailed audio editing completed
- ☐ Professional mastering applied
- ☐ Quality assurance check performed
- ☐ ACX compliance verified
- ☐ EDITING COMPLETE NOTIFICATION RECEIVED

Date: \_\_\_\_\_

### PHASE 4: YOUR REVIEW & REVISIONS Weeks 7 | 7-10 Days

#### FIRST DELIVERY

- ☐ Received complete audiobook files
- ☐ Files organized and properly named
- ☐ Access to secure cloud storage confirmed

Date Received: \_\_\_\_\_

### YOUR REVIEW PERIOD (7-10 Days)

- ☐ Listened to complete audiobook
- ☐ Created list of revision requests
- ☐ Categorized revisions:
  - ☐ Narrator errors (mispronunciations, skipped words\_
  - ☐ Technical issues (audio quality, noise)
  - ☐ Author changes (manuscript updates, voice adjustments)
- ☐ Submitted revision requests via portal

Date Submitted: \_\_\_\_\_

### REVISION ROUND 1

- ☐ Revision completed by narrator
- ☐ Received updated files
- ☐ Reviewed updated sections

Date Received: \_\_\_\_\_

### REVISION ROUND 2 (If Needed)

- ☐ Additional revisions requested
- ☐ Revisions completed
- ☐ Reviewed final updates

Date Received: \_\_\_\_\_

### ☐ FINAL APPROVAL GIVEN

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## PHASE 5: FINAL DELIVERY & LAUNCH SUPPORT

Weeks 8 | 2-3 Days

### FINAL DELIVERABLES RECEIVED:

- ☐ All chapter files (MP3, 192kbps)
- ☐ Opening credits
- ☐ Closing credits
- ☐ Retail sample (first 5 minutes)
- ☐ Project summary document
- ☐ Marketing assets:
  - ☐ 15-second teaser clip
  - ☐ 30-second promo clip
  - ☐ 60-second extended sample
  - ☐ Audiogram-ready snippets

Date Received: \_\_\_\_\_

### ACX SUBMISSION

- ☐ Reviewed ACX upload checklist
- ☐ Uploaded files to ACX
- ☐ Submitted metadata
- ☐ Selected retail sample
- ☐ Submitted for ACX review

Date Submitted to ACX: \_\_\_\_\_

### LAUNCH:

- ☐ ACX approval received
- ☐ Audiobook live on Audible
- ☐ Shared launch announcement on social media
- ☐ Thanked narrator publicly (optional)

Launch Date: \_\_\_\_\_

## COMMUNICATION LOG

DATE	TOPIC	RESPONSE TIME

## NOTES & OBSERVATIONS

What went well:

---

---

---

What could be improved for next project:

---

---

---

Favorite moments/scenes:

---

---

---

## NEXT PROJECT PLANNING

☐ Book 2 in series planned

Tentative Start Date : \_\_\_\_\_

☐ Request same narrator for series consistency

☐ Apply series discount (5-10%)

☐ Schedule consultation for next project