

AUTHOR

Production Timeline



*Your checklist to the audiobook production
timeline.*

BY KELLY JEAN



Introduction

Know exactly where you are within the audiobook production process as you move through each phase and milestone. Keep track as you move forward and you'll never question what phase or milestone is coming next.

Project Information

Book Title: _____

Author Name: _____

Word Count: _____ Finished Hours: _____

Service Tier: Basic Standard Premium

Project Start Date: _____

Expected Delivery Date: _____

01

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

Your Action Items:

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

- Voice Samples Approved

Date Approved: _____

Notes: _____

02

Recording & Production

Weeks 2-5 | 3-4 Weeks

25% Milestone Check-in (End of Week 2)

- Received 15-20 minute samples
- 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 15-20 minute samples
- 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 Check-in (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: _____

03

Editing, Mastering & QA

Week 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: _____

04

Your Review & Revisions

Week 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: _____

05

Week 8 | 2-3 Days

Final Delivery & Launch Support

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: _____

Final Deliverables Received:

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

Date Received: _____

Launch

- ACX approval received
- Audiobook live on audible
- Shared launch announcement on social media
- Thanked narrator publicly (optional, but appreciated)

Launch Date: _____

07

Notes & Observations

What went well:

What could be improved for the next project:

Favorite moments/scenes:

Other notable items:

08

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

Need Help or Have Questions?

Don't stress! I'm here to guide you through every step. Just email me or fill out the contact form and I'll do my best to assist you as you progress forward.

Same goes for any questions you may have. Just email or use the contact form and I'll get back to you as soon as I can.

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