

CONSULTATION Preparation Sheet



*Your guide to preparing for narrator
consultation.*

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Introduction

Make the Most of Your Pre-Production Call

Congratulations on booking your audiobook project! This prep sheet will help you prepare for our pre-production consultation so we can make the most of our time together and ensure your vision comes to life perfectly.

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Your introduction to preparing your manuscript for audiobook!

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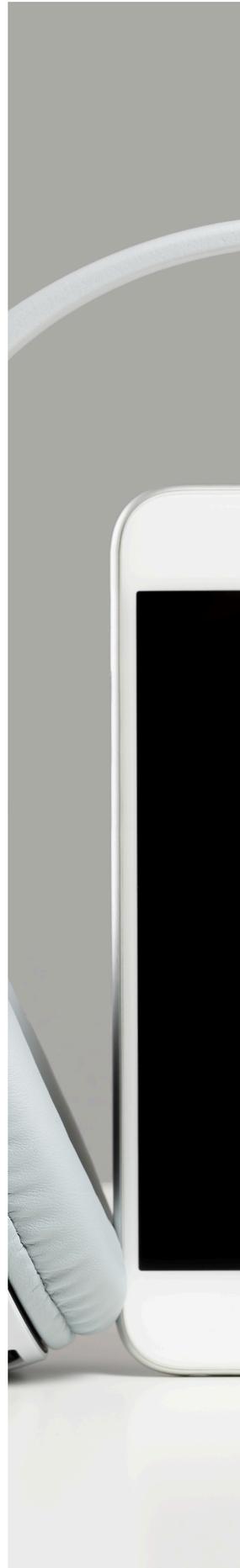
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Sample questions for you to use to prepare for your call.

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About This Consultation

Duration: 30 - 45 minutes

Format: Video call (Zoom or preferred platform)

Purpose: Align on your vision, discuss characters, clarify details and set expectations

What We'll Cover

- Your book and it's unique elements
- Character voices and development
- Tone, pacing, and mood preferences
- Pronunciation and special terms
- Timeline and milestone expectations
- Questions and concerns

Notes: _____

02

Before the Call

Information to Gather

I. Book Overview

Have Ready to Discuss:

- Genre and subgenre
- Word count and finished hour estimate
- Target audience
- Heat level (for romance)
- Key themes and emotional tone
- Unique elements or selling points

Questions to Consider:

- What makes your special?
- What do you want listeners to feel?
- Are there any content warnings or sensitive topics?
- Is this part of a series?
- Key themes and emotional tone
- Unique elements or selling points

Notes: _____

2. Your Vision For the Audiobook

Think About:

- Overall tone (warm, dark, humorous, intense, etc.)
- Pacing preferences (fast-paced, leisurely, varied)
- Emotional emphasis (which scenes are most important)
- Narrator inspirations (if any)
- What you DON'T want

Helpful Prompts:

- If you could describe the audiobook in 3 adjectives, what would they be?
- Are there any narrators whose style you admire?
- What's the most important element to get right?
- What are you most excited about hearing in audio?

Notes: _____

3. Character Information

Main Characters:

For each main character, consider:

- Name and pronunciation
- Age and background
- Personality traits
- Voice characteristics (pitch, tone, accent)
- Speech patterns or quirks
- Emotional range
- Character arc

Supporting Characters:

- List of important secondary characters
- Any distinct voices or accents needed
- Relationships to main characters

Character Voice Inspiration:

- Are there any actors, celebrities, or character types that inspire how you imagine them sounding?
- Should certain characters sound similar or distinctly different?
- Any characters who are particularly challenging to voice?

Notes: _____

4. Pronunciation Guide

Compile a List Of:

- Character names (especially unusual ones)
- Place names and locations
- Foreign language phrases
- Fantasy/sci-fi terminology
- Historical terms
- Made-up words or terms
- Brand names or specific references

For Each Item, Note:

- Phonetic spelling
- Audio example (if possible)
- Context in the story
- Importance level (critical vs. minor)

Notes: _____

5. Special Considerations

Romance-Specific?

- Heat level and comfort with explicit content
- Pacing of intimate scenes
- Emotional vs. physical emphasis
- Pet names and endearments
- Consent and emotional connection importance

Genre Elements:

- Paranormal: magic systems, creature types
- Historical: time period, historical accuracy
- Contemporary: current slang, technology
- Fantasy: world-building elements
- Other: genre details

Sensitive Content:

- Trigger warnings to be aware of
- Emotional scenes requiring special care
- Content that needs thoughtful handling

Notes: _____

6. Series Considerations (if applicable)

If This is Part of a Series:

- Which book in the series is this?
- Have previous books been narrated?
- Do you want voice consistency with previous narration?
- Are there recurring characters?
- What's the series arc?
- Plans for future books in the series?

Notes: _____

7. Timeline & Logistics

Be Prepared to Discuss:

- Your ideal completion date
- Launch date (if scheduled)
- Flexibility with timeline
- Availability for checkpoint reviews

- Preferred communication method
- Response time expectations

Questions to Consider:

- Do you have a hard deadline?
- Are you available for quick turnaround on feedback?
- Do you prefer email, phone, or video check-ins?
- How involved do you want to be in the process?

Notes: _____

8. Marketing and Distribution

Think About:

- Distribution platforms (ACX, Findaway, direct)
- Marketing plans for launch
- Need for marketing audio clips
- Sample chapter preferences
- Social media promotion plans

03

Questions to Prepare

About the Process

Questions You Might Want to Ask:

- What does the recording process look like day-to-day?
- How often will I receive updates?
- What happens at the 25% and 50% checkpoints?
- How are revisions handled?
- What if I need to make changes after recording starts?
- How do you handle challenging or emotional scenes?

About Character Voices:

- How do you develop character voices?
- Can I hear voice samples before recording begins?
- How do you maintain consistency throughout?
- What if I'm not sure how a character should sound?
- How do you differentiate similar characters?

About Quality & Delivery:

- What quality standards do you follow?
- What format will the final files be in?
- How will files be delivered?
- What's included in the final delivery?
- Do you provide marketing support materials?

About Communication:

- What's the best way to reach you during production?
- How quickly should I expect responses?
- When do you need feedback from me?
- What if I have concerns during production?

Notes: _____

04

Materials To Have Ready

During the Call, Have Access to:

- Your manuscript (digital copy)
- Character voice brief (if completed)
- Pronunciation guide (draft or notes)
- Any reference materials (character art, mood boards, etc.)
- Calendar for scheduling milestones
- Notebook for taking notes

Notes: _____

05

Topics We'll Discuss

1. Book Deep Dive (10-15 minutes)

- Story overview and key plot points
- Themes and emotional tone
- Unique elements
- Target audience

2. Character Development (10-15 minutes)

- Main character voices
- Supporting character considerations
- Voice differentiation
- Character relationships and dynamics

3. Technical Details (5-10 minutes)

- Pronunciation verification
- Special terms or phrases
- Formatting considerations
- Any challenging sections

4. Timeline & Expectations (5-10 minutes)

- Production schedule
- Checkpoint dates
- Review process
- Communication plan
- Delivery timeline

5. Questions & Next Steps (5-10 minutes)

- Your questions answered
- My questions for you
- Immediate next steps
- Final preparations

Notes: _____

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After The Call

Action Items

You'll Receive

- Confirmed production timeline
- Milestone dates
- Character voice notes
- Pronunciation guide confirmation
- Next steps checklist

You'll Need To:

- Review and approve timeline
- Finalize any outstanding materials
- Confirm pronunciation details
- Set up communication preferences
- Mark checkpoint dates in your calendar

Notes: _____

07 Tips For a Productive Consultation

Do:

- ✓ Be honest about your vision and concerns
- ✓ Share examples and inspirations
- ✓ Ask questions—no question is too small
- ✓ Take notes during our discussion
- ✓ Be open to suggestions and collaboration
- ✓ Share what's most important to you

Don't:

- ✗ Feel pressured to have everything figured out
- ✗ Worry about "bothering" me with details
- ✗ Hold back concerns or preferences
- ✗ Rush through important topics
- ✗ Forget to ask about anything unclear

Notes: _____

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Common Topics Authors Want to Discuss

Character Voices:

- "I'm not sure how Character X should sound"
- "Should these two characters sound similar or different?"
- "Can we do a test read of a scene?"

Pacing & Tone:

- "This section is really emotional—how will you approach it?"
- "The pacing shifts here—how do you handle that?"
- "I want listeners to feel X during this scene"

Special Scenes:

- "The intimate scenes are important but tasteful"
- "This fight scene needs to feel intense"
- "The ending should be satisfying but bittersweet"

Logistics:

- "How flexible is the timeline?"
- "What if I need a revision?"
- "Can I hear samples before you record everything?"

Notes: _____

09

What Happens After Our Call?

Immediate Next Steps:

1. I'll send a consultation summary with key notes
2. You'll review and confirm character voice decisions
3. I'll finalize the pronunciation guide
4. We'll confirm the production timeline
5. Recording begins on the scheduled date!

Throughout Production:

- Regular updates at key milestones
- 25% checkpoint sample for review
- 50% checkpoint sample for review
- Final review before delivery
- Ongoing communication as needed

Need To Reschedule or Still Have Questions?

Need to Reschedule?

Life happens! If you need to reschedule:

- Email or call as soon as possible
- Provide 24-hour notice if able
 - We'll find a new time that works

Still Have Questions?

Before the call:

- Email any questions you think of
- Send reference materials you'd like me to review
- Share any concerns or special requests

During the call:

- Ask anything that comes to mind
- Request clarification on any topic
- Share examples or play audio references

Ready for Our Call?

You're all set! With this preparation, we'll have a productive consultation that sets the foundation for an amazing audiobook.

Remember:

- This is a collaborative process
- Your input is invaluable
- There are no wrong questions
- We're partners in bringing your story to life

Looking forward to our conversation! 🎙️

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This checklist/worksheets are provided as a courtesy to help authors with preparing for their consultation with their narrator.

For complete terms, pricing, and contract information, please visit:
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