

# Quick Reference Sheet

(Use one per character, extra copies can be obtained on our website.)

Character Name:

Series/Book:

Author/Publisher:

Appearance: Book(s) #

## Physical Description

● Age:

● Height/Build:

● Hair/Eyes/Features:

● Distinctive Traits (Scars, posture, etc)

## Personality Traits

● Core traits:

● Strengths:

● Flaws:

● Motivations/Fears

## VOICE CHARACTERISTICS

Attribute	Value
Pitch	High <input type="checkbox"/> Mid <input type="checkbox"/> Low <input type="checkbox"/>
Pace	Fast <input type="checkbox"/> Moderate <input type="checkbox"/> Slow <input type="checkbox"/>
Resonance	Bright <input type="checkbox"/> Warm <input type="checkbox"/> Gravelly <input type="checkbox"/>
Volume	Soft <input type="checkbox"/> Normal <input type="checkbox"/> Loud <input type="checkbox"/>
Speech Patterns	
Accent/Dialect	

## SIGNATURE PHRASES & CATCHPHRASES

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## ACCENT/DIALECT NOTES

- Region/Origin:
- Specific sounds to emphasize/avoid:
- Reference (film, celeb, etc):

## ACCENT/DIALECT NOTES

- Sample File Name:
- Timestamp/Section:
- Notes:

## EVOLUTION NOTES (CHARACTER ARC TRACKING)

- How does this character's voice changeover the story/series?

- Key emotional beats or pivotal scenes:

## OTHER NOTES & THOUGHTS

# Voice Consistency Checklist

## Pre-Recording Voice Matching Routine

- Review prior audio samples and notes
- Warm up with signature phrases/catchphrases
- Practice accent/dialect key sounds
- Check pitch, pace, resonance vs reference

## Mid-Project Drift Check

- Listen to previous session samples
- Compare current takes to references
- Adjust for any drift in pitch, accent, or personality
- Note any changes or intentional evolution

## Series Continuity Notes

- Confirm voice matches across all chapters/books
- Update reference sheet with any new traits or changes
- Document feedback from author/editor
- Archive updated audio samples and notes for future use