

Welcome to Your Audiobook Production

I am very excited to work with you to bring your story to life! Please review the following information so that our collaboration is smooth and we can create the best possible version of your audiobook!

Contents:

1. Character Info Sheet
2. My Audiobook Production Process
3. Payment Terms
4. Social Media
5. Promotion
6. Recap

I consider this process very collaborative. Feel free at any time during the production process to email me with feedback, ideas, or to coordinate a video meeting or phone call.

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Character Info Sheet

***Optional, but extremely helpful**

Info on any character with dialogue in the book (whether major or minor) helps me create a unique voice for each character. Information can be brief - just a
few bullet points for each character will suffice - but please address each of the following items if you can:

1. **Age & Gender** - the two biggest factors in the character's

voice 2. **Geographical/Ethnic Background** - informs accent

and attitudes

3. **Class and Education Level** - this is more important in fantasy, sci-fi, or settings where class differences greatly inform characterization.

4. **One to Three Adjectives** that best describe the character

5. **Your Ideal Casting** - which actor in TV or Movies would best portray this character? Which character has that actor played that most closely resembles the character in your book? The most helpful thing you can do in this category is provide YouTube links to scenes or supercuts of that actor/character.

6. **Important information revealed later in the book/series -** whether it is found on page 300 or in book 5. I do read ahead and prep the book before recording, but it still helps to know ahead of time.

7. ***For books in a series*** - Does this currently minor character eventually take on a larger role? This affects what voice I choose, as sustainability and consistency of the voice become a factor compared to a

character who will never be seen again.

Hearing your take helps ensure the best possible performance. If you do not have a solid idea for what a given character should sound like, I will do my best to make the most creatively appropriate decision for that character.

If your book includes proper nouns that are not spelled or pronounced using standard contemporary English, I will do my best to research the proper pronunciations. Your assistance in this area can streamline this process. Please include a **pronunciation guide** for any non-English, uncommon, or created words/names/proper nouns, and include this information in the same document as the character info sheets.

Please submit the **Character Info Sheets** and **Pronunciation Guide** as a PDF or Google Doc/Word Document. PDF is preferred. Alternatively, if you have the opportunity to do so, you could send me audio of your desired pronunciations for any words that would need research or collaboration. I find that hearing you speak the words out loud can often be more clear than written phonetic representations.

Another option would be to discuss these and other considerations via phone call, Zoom, FaceTime, or other video/voice call platform. I find these live meetings often lead to discussion of other topics that might not be considered when creating a document on your own, which only improves the final product that I deliver to you.

Feel free at any time during the production process to either email or text me with feedback, ideas, or to coordinate a video meeting or phone call.

*If a Character Info Sheet and/or Pronunciation Guide is not provided, and we are unable to connect via phone or video call to go over any relevant content, I will make educated, well-researched, and creatively appropriate decisions for any relevant content in your book.

My Audiobook Production Process

Please upload or email a copy of the manuscript ASAP.

PDF is preferred, but Google Docs/Word documents work as well.

My Process Includes:

1. Receive the manuscript

2. Read ahead through the book to gain familiarity with the story arcs, characters, etc. Being familiar with future plot and character developments helps me to appropriately narrate present events as they happen. Sometimes I read a few chapters ahead, sometimes I read the entire book before recording.

- This step will incorporate the notes in your Character Info

Sheet 3. Prep the manuscript

Highlight dialogue
Research pronunciation and accents
Re-read and mark up specific passages that require special attention Other actions as necessary to streamline the recording process. This step heavily relies on the info from your Character Info Sheet

4. Produce and submit the “First 15 Minutes”

This is **YOUR opportunity** to review and approve the choices I have made for my narration. You should verify that you agree with the voices I choose, pacing, pronunciations, performance, etc., and if there is anything you wish to be adjusted, you should provide me with any and all feedback **prior** to approving this submission.

****You will also submit your 50% deposit at this time****

5. Record and Produce the audiobook. I record, edit, and master all audiobook content myself. There are two options for how we can collaborate during the remainder of the production process:

I notify you as I upload each chapter, you review them as they come out, and give me any feedback and requests for revisions as we go. This streamlines the final review process on your end and shortens the time between final submission and ACX quality assurance. This is my preferred option. OR
I wait to notify you until the audiobook is complete and all files are uploaded. You then review and send any requests for revisions, which I will complete.

6. Final Review and Revisions

Once all chapters are uploaded, it's your turn to listen. Proofing is part of your review: listening to each chapter while following along in your manuscript, to catch anything that doesn't match the page. This is the most important step before your audiobook is published, and it's the best way to make sure the final version is exactly right.

As you listen, please send any requests with both a time stamp and a page number so I can find each spot quickly. I'll make the changes and re-upload the affected chapters.

What's always included at no charge:

Pickups for my own mistakes: a misread word, a skipped line, a pronunciation that doesn't match your guide, or an audio issue such as a noise or glitch.

What falls under my revision policy:

Changes to the manuscript after recording, and style or pronunciation changes after the First 15 Minutes was approved.

Pronunciations that weren't included in your guide, or that we didn't discuss, are also treated as revisions.

Minor revisions (1–2 paragraphs): $50

Major revisions (more than 2 paragraphs): starting at $100

Re-reads (more than 30% of the original script): prorated at the original PFH rate

If you're ever unsure whether something is a pickup or a revision, just ask. I'm always happy to talk it through.

7. Final QA - Once you approve the final submission and the remainder of payment has been received, ACX technical staff will perform their final quality assurance checks on the audio files and then prepare them for release and distribution. This process can take up to 10 business days. This a great window to collaborate on how we can promote the audiobook upon release, if you would like me to participate in promotion.

Payment Terms

I require a 50% deposit due upon the approval of the first 15 minute checkpoint, calculated based on the PFH rate offered and the estimated duration of the final audiobook.

For example, if we agreed on $250/PFH and the book is estimated to be 8 hours then a deposit of $1000 would be due upon approval of the first 15 minute checkpoint. The remaining balance would be due once you have approved the final completed version and the final length of the book is determined.

I will not continue recording any content from your

book until the first 15 minute checkpoint is approved

and the 50% deposit has been paid.

Social Media

I am always happy to network on social media! I find it useful to connect so that we can tag each other in posts, keep in touch, and expand our respective networks. My social media in approximate order of where I spend my time are as follows (double click image to follow link):

Facebook -

https://www.facebook.com/profile.php?id=615608095530

65 Instagram -

https://www.instagram.com/the_voice_of_wellness?igsh=MTBrOG83YzhobGE5Nw%3D%3D&utm_source=qrfirmation=1

YouTube -

https://www.youtube.com/@Psychology_of_Voice?sub_confirmation=1

LinkedIn - https://www.linkedin.com/in/jennifer-tzoumas-voiceover/

If you would like me to post about your audiobook during the production process in order to promote the upcoming release, I would be happy to. Letting your readers see a “peek behind the curtain” can be a great way to create excitement and anticipation for the audio version of your book.

Promotion

What can you do to promote this audiobook?

- Promote the E-book, and mention/link the audio alongside it every

time! - Highlight the release in your newsletter, groups, pages, etc.

- Collaborate with me. I will endeavor to support you in your promotional efforts

- Share promotional clips of the audiobook. I can create these and post them to social media. If you would like the audio files to share directly, just ask!

ACX automatically gives promo codes for Royalty Share titles, but you may have to request them for work done on a Per Finished Hour rate. (And their policies may have changed since this packet was written, so it is best to check with them directly).

We may each be given 25 US and 25 UK **promo codes** that can be used to market your audio and get reviews. Email support@acx.com to ask for these codes when the audio goes live if you don't get a message with a link to them directly from ACX. We can either collaborate to give away codes together, or do so individually in our respective circles. Let me know what you would like to do.

While there are some Audiobook specific sites where you can market this product, **promoting the book across multiple platforms and media** (e.g. Bookbub, Facebook, Twitter, blogs, newsletters, etc.) will also have a great impact on your sales!

Make sure that Whispersync is set up for the Audiobook. If it has not been set up, please contact support@acx.com to get the book synced.

Most readers will grab the audio version alongside their e-book copy if it is Whispersynced because it is often offered at a discount that way.

Free Audiobook Codes - https://www.freeaudiobookcodes.com is a great way to get reviewers! The cost is $12 per book, which is a very small investment for the benefit that multiple early reviews provides to your sales. The process is outlined on their “List Your Book!” page.

Recap

What I need from you:

- The Manuscript

- Character Info Sheet

- Pronunciation Guide (written, audio, or phone/video call)
- 50% deposit upon approval of the First 15 Minutes

- Your decision to either review chapters and request revisions as we go, or wait until the end.

- Prompt communication throughout the process if you elect to review chapters and requests revisions throughout the process

- Time Stamps and Page Numbers on any requests for

revisions - Full payment upon approval of the final

audiobook

- Your decision whether you would like me to share “behind the scenes” type content on social media during the production process, prior to release

- Prompt communication if you would like to collaborate on social media and other promotional efforts, both during and after production.

What you’ll get from me:

- My absolute best effort to deliver dynamic, engaging, and appropriate narration

- My absolute best effort to deliver professional quality audio

production - Prompt communication throughout this process

- Prompt delivery of any revisions you request

- Enthusiastic promotion of your audiobook on my social media

Thank you for taking the time to review this document. Working together in this way will help the production process go much more smoothly, and will result in a higher-quality end product! I look forward to what we create together!

