Narrator Checklist for Authors

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

 Manuscript edited for narration

 Contact made with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Discuss dates for first 15. Date chosen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Discuss dates for completion of narration. Date chosen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Narrators name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Narrators preferred name for project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date offer made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date offer accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Discuss how you will use regular email and ACX email server/exchange email addresses

 Discuss marketing target dates.

 Discuss marketing plans.

 Discuss method of working (how chapters will be uploaded, review, notes)

 Discuss approval of character voices (using first 15 or leaving it to narrator’s professional discretion).

 Check with narrator to see what format they prefer to receive manuscript in.

 Check with narrator to see how they prefer to receive manuscript.

 Send narrator key character breakdown including any pertinent dramatic details/ages/accents/whether they are double agents/background/plot twists you feel require special attention.

 Send narrator manuscript.

 Discuss whether you will be checking in with each other, how, and how often.