

Welcome Packet

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Welcome! Since this is our first time collaborating, I'm excited to dive into your audiobook project. Below, I've outlined my process for bringing your book to life, along with some extra tips that might come in handy.

If you've worked on audiobooks before, some of this might feel familiar, but I've included it in case my methods differ from what you're used to.

PLEASE READ THIS PACKET CAREFULLY. Most questions you have will be answered here. If you need further clarification or additional questions, please do not hesitate to reach out to me.

◇ Email: alexaborys@gmail.com

◇ Phone: 865-368-1252 (Whatsapp available)



Process Overview:

Here is a bare-bones overview of the Audiobook creation process. I will create a shared Google Drive folder where I will upload audio files and forms. The following pages have more details on each step.

- ◇ Manuscript Prep
- ◇ Extended Audio Sample (15-minute checkpoint)
- ◇ Full Recording
- ◇ Proofing/Editing/Mastering of Audio Files
- ◇ Payment
- ◇ Publication (QA by Platform)
- ◇ Marketing



Manuscript & Notes:

You will need to supply a *final, edited* full manuscript of the book in PDF or Microsoft Word format.

- ◇ If I find a small obvious error in the book, I will mark it on the manuscript and narrate the correction.
- ◇ Any questionable edits, I will ask you before I change and narrate.

Character Notes: I will supply an *OPTIONAL* "Character Description Form" through google drive. This form is an easy, organized way for you to provide any specific performance and characteristic notes for the characters in the book.

**I will need to know if there are any minor characters that will play a larger role in future books. This will affect the way they are voiced.*

- ◇ Character Notes on Form:
 - Dream Casting
 - Animal Essence
 - Does this character show up in future books in the series?
 - Age
 - Accent
 - Adjectives
 - Additional info I should know

Manuscript Prepping:

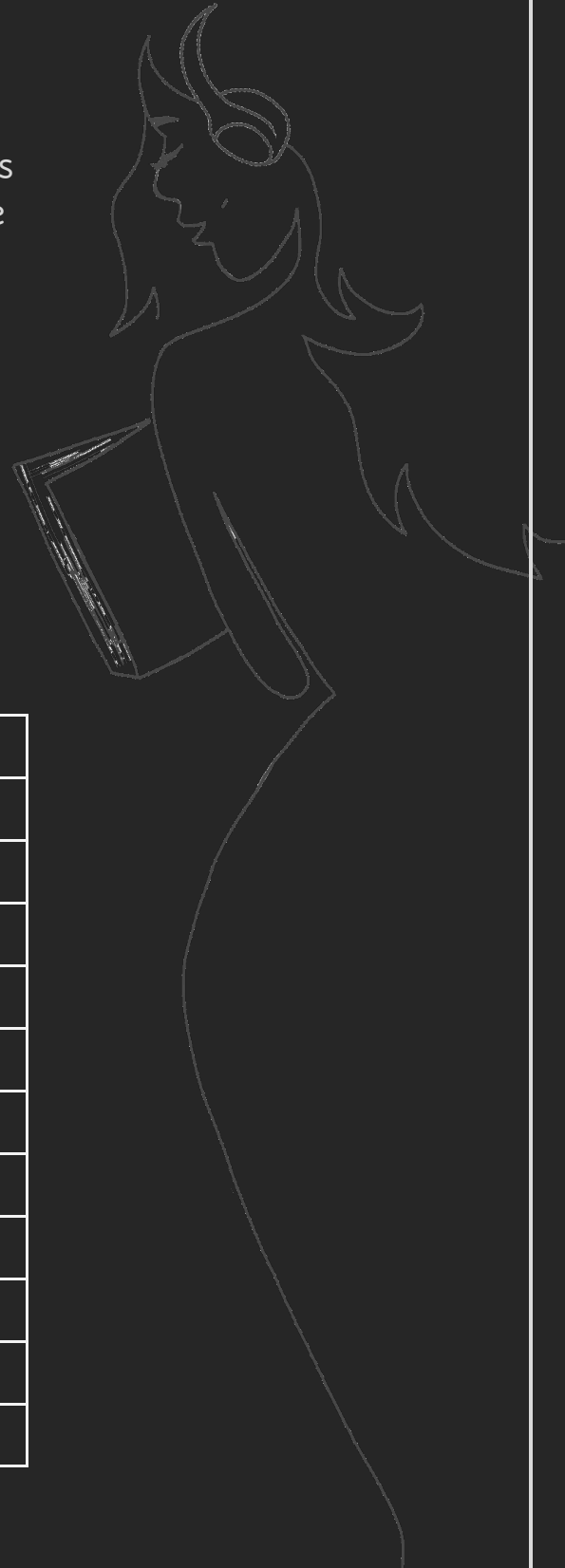
I read through the entire book, annotating along the way: highlighting and color-coding dialogue,



researching pronunciations, adding performance notes.

- ◇ Post read-through communication: Once the initial read-through is complete, I will send any questions, edits, or pronunciation inquiries about the book (typically in email).
- ◇ Pronunciation guide: (*usually for fantasy*) If you have one, great, please attach to the google drive. If not, I will send a list of words that I need clarification on. You can send me pronunciations a few ways:
 - Detailed, phonetic spelling sheet *with* accented syllables and, if available, rhyming words.
 - Send voice notes via text or Whatsapp, clearly announcing each word.
 - Use “Voice Recorder” on PC or “Voice Memos” on Mac and email audio files with words clearly announced.
- ◇ Audiobook Omissions:

Opening credits	Always
Table of Contents	Never
Glossary	Never
Dedication	Sometimes
Acknowledgements	Never
Preface/Introduction/Foreword	Usually
Author’s Note	Rarely
Prologue	Always
Full, unabridged text	Always
Epilogue	Always
Bibliography	Never
Index	Never



Author's Bio	Never
Preview of next book	Never
Closing Credits	Always

Extended Sample/15-Minute Checkpoint:

Once prepping is complete, we move on to record a sample (longer than the audition) for your approval.

◇ Misconceptions:

- It does not have to be 15 minutes. Sometimes I will record a longer section.
- It does not have to be the *first* 15 minutes of the book. It can be from the middle or end.
- It does not have to be consecutive. I could record two different scenes from two places in the book. I could record 8 minutes of a female chapter and a co-narrator could record 8 minutes of a male chapter.

◇ **IMPORTANT!** This step is critical. This will be the *last* time you will be able to give creative input about performance (line readings, voice changes, etc). This is also written into most contracts. Once we have passed this part of the process, the only "pick-ups" (explained further in packet) allowed are technical issues and reading errors.

◇ 3 sample options:

- Pick an important scene that represents the level of emotion you are expecting.



- Pick a section that includes the most main characters in the series. If there are characters you want to hear, but are not provided in the sample, I can provide “character voice demos” for those characters upon request.
 - The first 15 minutes of the book.
- ◇ Once approved, the contract officially becomes locked in (before this point, the contract can be nulled for any reason), and the next step begins. Recording! ❤️

Recording!

At this point, you probably won't hear from me much as I have left this world and entered the one of your book. I pride myself on meeting deadlines, however, sometimes life happens. I will always communicate with you if issues arise.

Proofing/Editing/Mastering!

Once recording is complete, the entire audiobook must be listened through to listen for “pick-ups”. These are technical glitches (chair squeaks, knocks, dog barks), mispronunciations, and wrong text narrated. Afterward, I go back and re-record these lines.

I have two ways of handling this part of the process and it all depends on YOU!

- ◇ I record the entirety of the book and then provide you with the files to review and request pick-ups once complete.



- ◇ I upload the files as I record so that you can listen throughout the process. You can request pick-ups along the way. This speeds up the process because then I'm not waiting for the pick-up list to come in, I can immediately record those and send the files off for mastering.
- ◇ Completely hands off Rights Holder: If you want to just hit "approve" at the very end: I can send the files to my engineer for proofing, editing, and mastering. This add an additional \$10 PFH to my rate and my engineer costs increase for the "proofing" aspect.

Once the Pick-ups are complete, my engineer edits the audio and spacing and masters all files to meet the technical sound standards of whichever platform you are using for publication.

- ◇ I then upload all mastered files to said platform for your final approval. I highly encourage a full listen through of the final files to make sure nothing "slipped through the cracks". These would be technical errors only, no performance notes.
- ◇ Most contracts allow for 7 days to do a final listen-through and either approve or return for edits (technical only).
- ◇ Once you approve the final audio, you will hit "I approve" and we move on to the next step, Payment.

Payment:

I will invoice you (usually) the same day that I upload the mastered files to ACX (or respectable platform). Once you have approved the audio files



on the platform and sent payment, I will click the “I have received payment” button on the platform so the files will then move to the final stage.

- ◇ Platforms do not handle payment outside of royalties. Those are done outside the platform. My invoicing provides my PayPal and Venmo account names or you can pay with a card through the link on the invoice.

Publication (Quality Assurance):

- ◇ ACX takes 10-14 business days to approve an audiobook before it's released for listening.
- ◇ Once that happens, CONGRATS! You have successfully published an audiobook. Now comes the “hard” part...

Marketing:

- ◇ Promo Codes
 - ACX and Findaway Voices offer promo codes that you can hand out as a way to promote the book and gain reviews. I know of some authors that have used these in giveaways on social media (Facebook, X, Reddit, etc).
- ◇ Social Media
 - Audiobook release parties
 - Sound Clips posts (I'd be happy to record some “teasers” that you can use. Just let me know the chapter, page, and paragraph numbers)



- Don't forget to change all of your promotional material for your book to include "Paperback, EBook, **AND AUDIO**"
 - *Be cautious of bookstagrammers and booktokers reaching out to you via DM to promote your book. Some are scams.*
- ◇ Promotional Websites (Book Tours): These are companies that use book bloggers and bookstagrammers to promote your book using their online presence. There are typically different "packages" available.
- R&R Book Tours
 - Meet the Main Characters
- ◇ Marketing Audiobooks Wide is a Facebook page that has loads more information about marketing.

Final Thoughts:

I know this is a lot of information to take in, and if you have any further questions or if anything is unclear, please reach out to me.

Don't forget to follow me on social media:

Instagram: Alexa Narrates

TikTok: Alexa Narrates

Facebook: Alexa Borys

Website: Alexa Borys

I truly appreciate the opportunity to work with you. You are putting a lot of trust in me to voice your writing for the world and I do *not* take that lightly. Please know that I will do my absolute best in bringing life to your paper-baby.

Good luck with all of your future writing!

