

TAI MANIVONG



Author and Audiobook Narrator

Welcome!

This guide will help you understand the narration process and help the project go smoothly.

Contact Info:

I'm mostly active on Facebook. Feel free to connect with me and tag me on your social media sites!

BlueSky: <https://bsky.app/profile/taimanivong.bsky.social>

Facebook: <https://www.facebook.com/authortaimanivong/>

LinkedIn : <https://www.linkedin.com/in/taimanivong/>

Instagram: <https://www.instagram.com/taimaniovng/>

Clients can contact me by email for fastest communication. Also, if we are using the ACX system, we need to send any emails regarding scheduling changes through their message system as it is the official record of communications for ACX projects..



PRODUCTION PROCESS

PREPPING THE MANUSCRIPT

At this point, I read the manuscript, take notes, research pronunciation and create character profiles.

15 MINUTE CHECK POINT

The "First Fifteen Minutes" is a vital part of the process. It is where we discuss all the details of the production. It is also the point where you can provide direction.

This will allow you to get a sense of tone, pacing and how the overall book will sound.

This is the point where your feedback is very important. When you approve this sample, you are approving all voices, character choices, pronunciations and emphasis.

After the 15 minutes is approved. Any changes after the audiobook is delivered will be strictly limited to narrator error such as mis-reads or mispronunciations.

NARRATION

I aim to record an average of 1-2 hours of error-free material per business day, via punch and roll. Audiobook Narration is a marathon and makes significant demands – both mental and physical – on a narrator.

Depending upon the length of your book, you can expect the first stages to be ready within one to two weeks, with additional time needed after that for proofing, mastering and corrections. A 90,000 word book will equate to approximately 9.5 to 10 hours of finished audio (I read at about 8,700 words per hour).

PROOFING, EDITING, MASTERING

The next stage of the production is the technical wizardry, namely, proofing, editing and mastering. Each of these functions is critical to the overall quality of the finished audiobook.

Once all the post-production work is complete, I then have the final, finished, ready-for-distribution audio files to be delivered or uploaded.

DISTRIBUTION

Congratulations! You have an audiobook!

All that's left now is to wait for the retail platform you've selected to run their QA (Quality Assurance) checks. This can take anywhere from a week to thirty days, and is entirely in the hands of the platform, so be patient.



DELIVERING THE AUDIOBOOK

DELIVERY

Upon completion, I will deliver your files to our agreed upon platform (Dropbox, Findaway, ACX, etc). Please note: I do not deliver files “as I go”, as this causes significant disruption to the workflow and the schedule.

APPROVAL

Once you approve the finished files, you can release it to whichever platform we are working through, or you are free to take it to a distributor if we are working independently of the retail platforms.

REVIEW

After you review the uploaded files, you may request 2 rounds of minor corrections, once again by providing the chapter number and timestamp. At this point in the process, any revisions are limited to technical errors on my part, such as a mispronunciation or mis-reads.

PAYMENT

Payment is due upon receipt of the finished files. A final invoice will be sent along with the files. Final audio length will be rounded to the hundreths.

I request a 50% deposit on any project when we are working together outside of a platform such as ACX, for the first time. The second half of the payment is due on delivery of the finished files.

CHARACTER VOICES

After the 15 min checkpoint, If you wish changes to character voices or changes due to manuscript edits may incur a delay in schedule depending upon my other commitments, and depening on the scope may incur addtional cost.



Marketing Ideas



SOCIAL MEDIA

MARKETING YOUR BOOK IN DIFFERENT WAYS (SUCH AS BOOKBUB, FACEBOOK, TWITTER, NEWSLETTERS (ETC.) CAN HAVE A GREAT IMPACT ON THE VARIOUS FORMATS OF YOUR BOOK (PAPERBACK, E-BOOK, AND YOUR AUDIOBOOK)

ACX PROMOTIONAL CODES

ACX provides promotional codes to authors (25 for US markets, 25 for the UK market). You can give these codes for free copies of your book to listeners to generate reviews. You can promote these on social media, your website, in your newsletter, or at book signings or other events (have the codes printed on cards)

GOOD READS

Add audiobook edition from author page. Ask librarian to combine audiobook with print and e-book versions (Combine Request)
www.goodreads.com

PODCASTS

There are podcasts for just about every topic you can think of, including ones for your genre! Simply do a Google search for “your genre” + podcast. Reaching out to podcast producers is a great way to promote your project.

SCIFI & FANTASY

Fant-SciFi Audiobook Club
<https://www.facebook.com/groups/FantSciFiAudiobooks>
Sci-Fi Audiobooks
<https://www.facebook.com/groups/292258431569710>
Fantasy Audiobook Fans
<https://www.facebook.com/groups/fantasyaudio>

GLOSSARY

CRX:

An abbreviation occasionally used for corrections, retakes, or pickups. These include a number of items such as misreads or uneditable background noise and may come from the RH or the proofer.

Distributor:

The entity that handles contracts, royalties, and releases. (Ex: ACX, Spoken Realms, Etc.) any audio glitches or mispronunciations. I will receive notes with any errors to correct. These are called “pickups”.

Editing: During the editing process, they will insert my pickups, remove any extraneous noise, smooth out weird breaths and make everything sound clean and cohesive.

First 15:

A 15-minute excerpt from the book, recorded by the narrator and submitted to the RH. This is the only point in the production process where feedback on performance can be given.

Mastering :

In this final step they will process the audio so that all chapters are at the same sound level to ensure a good experience for the listener.

PFH:

Per Finished Hour. Usually in reference to a narrator's rate for producing an audiobook. If you want a rough estimate of this, you can divide the word count of your book by 9300. For example, a 100,000 word book / 9300 = 10.75 hours. Of course, this is just an estimate, and the final PFH count will depend on the content, pacing, and other factors.

Prep:

The production phase where the manuscript is prepared for narration. The full book is read, notes made on characters, pronunciations, accents, and items to research or ask the RH about. The manuscript is often marked up extensively, with performance notes, character lines highlighted, and any text added for clarity (chart descriptions, expanded abbreviations, etc.).

Proofing: Proofing will ensure that it matches the manuscript word-for-word. It will also note any audio glitches or mispronunciations. I will receive notes with any errors to correct. These are called “pickups”.

Punch and roll :**QC/QA:**

Quality Control/Quality Assurance. The distributor's department responsible for ensuring the submitted audio files meet their production standards before they are sent to retail. This may or may not include proofing.

RH:

Rights Holder. This can be the author, the publisher, or anyone who has the rights to make an audiobook from a book.