The ACX Producer's Checklist

Stage 1: Before You Begin Production

Understand the Role of an ACX Producer on ACX

- As an ACX Producer, you're responsible for all aspects of audio production, including the performance, engineering, and QA of the final audiobook. Ensure you understand and can adhere to our Audio Submission Requirements. If you've never produced an audiobook, watch our Video Lessons and Tutorials to understand our process. You may also seek professional training if you do not have acting or post production experience.

- Know your production costs, and decide what rate you're willing to work for. On ACX, you can choose your own per-finished-hour rate (meaning you'll be paid by the number of hours of the completed audiobook) or share royalties from sales of the completed audiobook with authors and publishers, called Rights Holders. Consider your costs to produce one hour of finished audio (which may take up to six hours of recording and engineering time) when determining your rate.

Create Your ACX Profile

- Create an ACX account. You must be a U.S. or U.K. resident and provide us valid tax identification information to use ACX. Use your existing Amazon email and password to log into ACX.

- Create your profile. Stand out from the crowd by telling Rights Holders about your narration experience, awards, credits, and location. Then, indicate the types of audiobooks you're interested in recording and performing.

- Upload samples of your work. Upload samples of your audiobook work that demonstrate your narration and production abilities. Add tags and descriptions to your audio samples to help Rights Holders find you.

Stage 2: Audition for Audiobook Projects

- Decide what titles your voice is best suited for. If you've never performed an audiobook before, start with genres that interest you, and listen to sample audiobooks in that genre for ideas.

  Watch award-winning Producers discuss this on the ACX blog.
☐ **Search for titles accepting auditions.** If you selected preferred genres when setting up your profile, we'll show you these matches first. Then, mix and match filters to see other available projects.

☐ **Prepare and submit your auditions.** An audition script should be provided in the title's Audition tab. Prepare your best performance, and upload an MP3 to ACX. Include a message to the Rights Holder introducing yourself, sharing why his or her project interests you, details about your availability and rate, and any additional notes that may help you land the gig! Then, wait for a message or offer from the Rights Holder.

☐ **Negotiate your offer.** If you are selected for the project, you'll receive an offer including due dates and rate. If these align with your production schedule and rate needs, accept the offer. If you would like to make changes, decline the offer and send a message to the Rights Holder with your counter offer.

☐ **Set a proper production schedule** based on the Rights Holder's needs and your availability. Make sure to leave yourself time to produce and QA the finished audiobook and make any corrections requested by the Rights Holder.

☐ **Limit your production schedule to give yourself enough time to produce a high-quality book.** Audiobook production can be a time-consuming, intense effort, requiring both your attention and that of your Rights Holder. Be efficient. Taking on more than one project puts your productions at a high risk of missed due dates or cancellations, and rejected audio files containing low audio quality. All submitted audio will be reviewed and may be rejected by the Audible QA team.

---

**Stage 3: Time to Produce**

☐ **Get and read the manuscript.** The Rights Holder can upload the finished manuscript via ACX, or if you prefer other delivery methods, send him or her a message. We recommend reading the manuscript from beginning to end before you begin recording to ensure you're 100% comfortable with the content.

☐ **Produce a brief portion of the audiobook.** The 15 Minute Checkpoint serves as a gut-check for both you and the Rights Holder on the most critical aspects of the production: accents, pronunciations, pacing, and tone. Before producing the full audiobook, decide with your Rights Holder what section (or combined sections) best showcase each of these attributes.

☐ **Produce and upload the full title.** As a reminder, make sure your production meets the ACX Audio Submission Requirements. You should consider and discuss with your Rights Holder uploading chapters as you record them and getting feedback from your Rights Holder along the way to ensure you're both happy with how the production is going.

☐ **Receive approval or feedback.** The Rights Holder is permitted to request up to two full rounds of changes. Once the Rights Holder has approved your recording, the Rights Holder will pay you if you negotiated an upfront payment, or if you are sharing royalties with the Rights Holder, the audiobook will be reviewed by our Quality Assurance teams.

☐ **Receive approval from ACX Quality Assurance.** Our team will take 14-20 business days to review your audio files to ensure they meet the Audio Submission Requirements. If your title does not meet one or more requirements, the files will be returned to you for correction.
Stage 4: Promote Your Performance

- Your audiobook is in store. Your audiobook performance is now in store on Audible, iTunes, and Amazon, the three largest retailers of audiobooks. If you elected to receive payment by sharing royalties with your Rights Holder, visit your Earnings Reports to see updated daily sales. Now, find your next audiobook project!