



*Catherine*  
GAFFNEY  
AUDIOBOOK NARRATOR

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# WELCOME PACKET

Congrats on the creation  
of your book!

*Really! That is a huge deal!*

I'm excited and honored  
to help bring your words  
to listeners.

This quick guide will help  
us through the process.

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[www.catherinegaffney.com/audiobooks](http://www.catherinegaffney.com/audiobooks)  
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# THE PROCESS



01

## Receive Manuscript

Please email me a PDF or .DOC of your final manuscript.

[cath@catherinegaffney.com](mailto:cath@catherinegaffney.com)

02

## Read

I will read the entire book, tracking the story arc and making notes about characters (see "Character Info Sheet" on next page).

03

## Prep

I will incorporate any notes you have provided, highlight dialogue, research pronunciations, accents, etc. I may have questions for you about names or places at this point.

04

## Submit Checkpoint - aka: First 15

I will prepare, record and submit the first 15 minutes of your manuscript - or other 15 minute sample of your choice (ie: a specific character or scene you may want to approve of first). This is your opportunity to review, give me feedback, and then verify my narration choices (such as pacing, tone, character voices and pronunciation).

### IMPORTANT:

Once you approve this "Checkpoint", I will complete the narration without further input.

05

## Narrate

I will perform the text as written (essential for Amazon's Whispersync). This takes 1-3 weeks depending on your word count and my schedule. My actor/narrator heart is in its element at this point.

06

## Proof/Edit/Master

I send the raw recordings to my professional editor. They compare my narration with the text, listen for any noise, and send me a list of any fixes. I make those corrections. Then they will edit and master to specs.\*

07

## Upload

I will upload the final, retail-ready audio files to you for approval and distribution.

*\*You have your choice of distribution: A wonderful guide is [www.AudiobookMarketingTips.com](http://www.AudiobookMarketingTips.com) Each distributor will have a spec list.*

# Optional Questionnaire

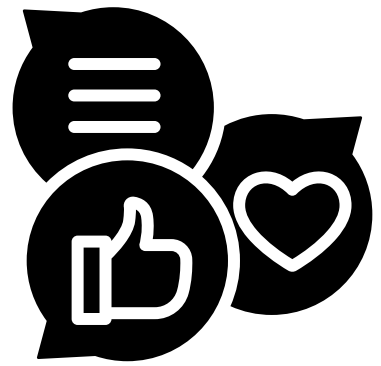
It is incredibly helpful for me to have information on the Major and Minor Characters who have dialogue in the book. After reading your manuscript (of course) it provides me extra clues to embody their voices.

- 1 What is the age of each speaking character?
- 2 How should I pronounce any names, places or words in the book that are not easily researched, or are made up?
- 3 Where are the characters from? *Accent, tone, class, education*
- 4 What three adjectives best describe them?  
*What are they like? What is their main attitude: courageous, shy, stubborn, quirky, nosy, arrogant, manipulative? Do they change?*
- 5 What isn't mentioned in this book that I should know?  
*Do they end up with a larger role, or as a romantic lead or simply appear again in later books or in a series?  
Have they appeared (or been mentioned) in earlier books?*

**Email: [cath@catherinegaffney.com](mailto:cath@catherinegaffney.com)**

Again, it is totally optional for you to send me answers to these questions as I will be reading your manuscript and doing my own thorough prep work. But sometimes it is nice to know this extra information and learn more about your amazing creative process.

# PROMOTION



## Have your designer customize an audiobook cover

Audiobook covers are square and require some re-jigging of your cover art to work. Consider adding your narrator's name to the audiobook cover. Also be aware that Audible does not advise having text in the lower right corner. You will want to check the specs for your distribution channel.

## Link to the audiobook wherever you mention the book

Consider creating an affiliate link to include with promotions



## Tag @cathgaff on Instagram

Find and "friend" me on social media so I can share your posts. My actor Facebook page is cathgaffneyactor. Also, I'm sometimes on TikTok : @cathgaff

## Highlight the audiobook in your newsletter

Get your reader-base excited about this new form of your writing



## Post on Facebook Groups

Find genre-specific groups where you can share a few codes\* and maybe even ask for reviews in return. \*Most distribution channels include free codes. Or, ask to interview your narrator (yep! I'd love to) on Facebook Live.

## Join the Goodreads Audiobook group

Post the audio version on [Goodreads](#)



## Find Reviewers

[www.FreeAudiobookCodes.com](http://www.FreeAudiobookCodes.com) is a great way to get reviewers. Offer deals/discounts and get reviews at [www.AdoptanAudiobook.com](http://www.AdoptanAudiobook.com)

## Reach out - I'm here to help.

I enjoy partnering with authors, so let me know if you'd like me to join you on a podcast, a blog Q&A or even a book tour to Hawaii.



# FAQ Sheet

And for any other questions,  
email [cath@catherinegaffney.com](mailto:cath@catherinegaffney.com)

## What gets read?

Q: What parts of the book are included in the narration of the audiobook?

A: Answers are in order in which they usually appear in print:

Opening Credits : **Always**  
Acknowledgements: **Never**  
Author Reviews: **Never**  
Dedication/Epigraph: **Sometimes**  
Author's Note: **Sometimes**  
Table of Contents: **Never**  
Preface/Intro/Forward: **Sometimes**  
Prologue: **Always**  
Full Text: **Always**  
Charts/Graphs: **Sometimes\***  
Epilogue: **Always**  
Footnotes/Endnotes: **Rarely\***  
Bibliography/Index/Glossary: **Never**  
Author Bio: **Never**  
Preview of Next Book: **Rarely**  
Closing Credits: **Always**

## Credits

Q: How are credits read?

A: Unless otherwise indicated:

**Opening Credits are:**  
"[Audiobook Title],  
Written by [Author Name],  
Narrated by [Narrator Name]"

**Closing Credits are:**  
"This has been [Audiobook Title],  
Written by [Author Name],  
Narrated by [Narrator Name],  
Copyright [Year and Name of copyright holder],  
Production copyright [Year it was recorded] by [copyright holder]"

## Abbreviations

Q: Are abbreviations & acronyms read aloud?

A: Yes. Frequent occurrences are:  
e.g.= "for example"  
i.e. = "that is"  
v. or vs. = versus

If an acronym is a commonly used word (like NASA) or an initialism (like FBI), narrators often say them as written. Or they are read in long form the first time and shortened thereafter.

## Adapting for Audio\*

Q: How do you deal with language or images meant to be seen (like charts, graphs or footnotes)?

A: It depends on author preference. A standard choice for a chart is to narrate "I've created a chart showing (*description*) which can be viewed online as a pdf at [www.BookTitle.extras](http://www.BookTitle.extras)."

For language such as "as you read above", often a quick change can be made to audio-centric language: "as you heard earlier" or "as discussed earlier."

For footnotes, they can be added in to the narrative if and when it makes sense and does not disturb the flow. This is an author's decision. If a narrator is asked to edit this kind of change for audio, an additional charge may be added.

Sparking connections  
through  
the power  
of the  
spoken word



*Catherine*  
**GAFFNEY**  
AUDIOBOOK NARRATOR

## NEXT STEPS

I'm really excited to be collaborating with you in this endeavor.

If you have any questions along the way, please call, text or email.



LET'S TALK!



**818.601.4394** (Eastern)  
**cath@catherinegaffney.com**  
**catherinegaffney.com/audioboks**  
**@cathgaff**

*Thank you!*