



BOOK PRODUCTION

Checklist

MILLENNIAL MEDIA

A vertical strip on the left side of the page features a close-up photograph of several pink roses. The petals are layered and detailed, with soft lighting that gives them a delicate appearance. The roses are set against a light, neutral background.

Introduction

A VALUABLE RESOURCE FOR YOU

During the book production process, there will be a constant stream of communication and information flowing back and forth between you, the editorial team, design team, marketing team, and production team. Things can become even more complex if you're working with multiple freelancers or agencies simultaneously!

To help you maintain organization over the various publication components involved in this exciting endeavor, we've created this handy interactive checklist to be used as a reference guide over the course of your creative timeline.

While every item may not be needed for your particular project, we recommend keeping a copy of this list in an accessible location so it can be referred to easily during the various stages of the book production process.

Checklist

EDITORIAL ELEMENTS

- Audio files in agency-requested format (for transcript-to-manuscript projects)
- Manuscript or transcripts
- Other raw source material including notes, quotes, research material, statistics, data, interviews, or footnotes
- Title & subtitle
- Table of Contents
- Back matter copy
- Book elements including foreword, acknowledgements, and endorsements
- Author bio

Checklist

DESIGN ELEMENTS

- Cover art vision or ideas to bring to designer
- Author Profile Photo
- Any required illustrations or graphics
- Author, ministry, or business logo if desired
- ISBN Number and copyright information

OTHER PRODUCTION ELEMENTS

- Author bio
- Branding elements including website, email, and social media links
- Press release & promotional materials
- Setup of print-on-demand or ebook accounts like IngramSpark and Kindle