



ODDEOH HOUSE

STEP-BY-STEP PRODUCTION PROCESS

How Oddeoh House takes your manuscript from pre-production
to a finished, ACX-ready audiobook.

ODDEOH HOUSE · AUDIOBOOKS. DONE. DIFFERENT.
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This guide walks through every stage of an Oddeoh House audiobook production, in order — from the prep work an author handles before casting even begins, through recording, editing, proofing, and final mastering. A timeline reference table is included at the end to help you plan around realistic production windows.

STEP 1

Pre-Production (Author)

Before casting begins, the author completes three pieces of prep work. This should be finished well in advance of the planned production start date.

Character Guide (CCG)

A comprehensive guide covering every speaking character. This can be kept simple — a vocal tone plus 2–3 adjectives describing each character's personality is enough for narrators to work from.

Word Count

- **Solo narration:** total word count of the project.
- **Dual narration:** word count for each POV, plus the total project word count for production purposes.
- **Duet narration:** a word count for every individual speaking character in the manuscript.

This breakdown is what allows narrators to determine how many recording days their portion of the book will require.

Dialogue Color-Coding

The author highlights all dialogue in the manuscript using a color assigned to each character. If the cast is too large for the available color palette (e.g. 30+ speaking characters), a “Standard” highlight color is used for minor/sub-characters, with the character's name added in parentheses next to the dialogue so the narrator can easily identify who's speaking.

Tip: alongside the color-coding, jot a one- or two-word emotional cue next to a line wherever the tone isn't obvious from context — see the Emotional Cue List in Appendix A for a ready-made bank of words to pull from.

STEP 2

Casting

With pre-production complete, the author begins casting narrators for the project. Oddeoh House can assist with casting at no additional cost.

STEP 3

Scheduling

Once narrators are selected, the production schedule is discussed and a start date is chosen.

Rule of thumb: total narration hours × 4 = estimated business days for full production. A 10-hour finished audiobook, for example, takes roughly 40 business days from start to finish.

STEP 4

Agreements & Deposit

- Agreements are written up and wages are agreed upon by all parties.
- Once signed, all production materials are delivered to the producer.
- The agreed-upon deposit (typically 50% of production fees) is due no later than 7 days before the production start date.

STEP 5

Production

- Narrators record short sound bites of each character for the author to approve.
- Once approved, narrators perform their assigned duties and submit all raw audio files to the producer.

STEP 6

First Edit

(Skipped for solo-narration projects.) The sound engineer assembles all submitted audio files together into the first full edit of the audiobook.

STEP 7

Proofing

There are two ways proofing can be handled:

Option A — Author Proofs (included)

The author listens to the rough edit against a blank copy of the manuscript, listening for missed or mispronounced words. Where an error is found, the full sentence is highlighted, and a timestamp plus a note of what was narrated incorrectly is added — margin comments on a shared Google Doc work well for this.

Option B — Oddeoh House Proofs (+\$25 PFH)

Oddeoh House performs proofing using Pozotron for an additional \$25 per finished hour. Even with this option, the author is encouraged to listen to the rough edit before it goes to mastering, to stay involved in the process.

STEP 8

Pickups

A pickup list of all identified corrections is sent to the narrators, who re-record the affected lines. Narrators are typically given 48–72 hours to complete and return their pickups.

STEP 9

Second Edit

The sound engineer splices the corrected pickups into the existing edit.

STEP 10

Mastering

The sound engineer masters the finished audiobook to meet ACX delivery standards.

STEP 11

Final Payment & Delivery

Once the final master is approved, the author pays the remaining balance to the producer within 7 business days.

REFERENCE

Typical Production Timeline

These are general working ratios, not guarantees — actual timing varies by project and narrator.

Stage	Typical Time
Narration	2–3 hours per 1 finished hour
1st Edit	2–3 hours per 1 finished hour
Manual Proofing (author)	~1 additional hour per finished hour of narration (a 10-hour audiobook ≈ 20 hours to proof)
Pickups / Revisions	Under 1 hour of narration; narrators given 48–72 hours
2nd Edit	Roughly a 1:1 ratio with finished runtime
Mastering	1–2 hours, depending on project length

Schedule formula: *total narration hours × 4 = estimated business days for full production.*

APPENDIX A

Emotional Cue List for Dialogue Highlighting

Use this list during Step 1 while color-coding dialogue. Where a line's tone isn't obvious from the surrounding text, jot one of these words next to it — it gives the narrator a fast, clear read on how the line should land, without having to guess from context alone.

Anger & Frustration

irritated, seething, indignant, exasperated, resentful, furious, bitter, contemptuous

Fear & Anxiety

apprehensive, uneasy, panicked, dread-filled, wary, terrified, jumpy, paranoid

Sadness & Grief

heartbroken, mournful, wistful, despondent, sorrowful, numb, forlorn, inconsolable

Joy & Excitement

elated, jubilant, eager, exhilarated, giddy, buoyant, delighted, triumphant

Love & Affection

tender, adoring, yearning, devoted, infatuated, protective, doting, besotted

Surprise & Shock

startled, stunned, astonished, bewildered, incredulous, dumbfounded, blindsided

Disgust & Contempt

repulsed, scornful, disdainful, revolted, dismissive, sneering

Confidence & Power

commanding, assertive, defiant, resolute, smug, cocky, imperious, unshaken

Vulnerability

fragile, timid, hesitant, meek, defeated, pleading, exposed, small

Tension & Suspense

guarded, taut, simmering, coiled, on edge, watchful, restless

Sarcasm & Wit

dry, mocking, deadpan, wry, teasing, biting, glib, sardonic

Calm & Neutral

composed, matter-of-fact, detached, even-keeled, measured, unbothered, reserved

This list is a starting point, not a script — feel free to use your own words if something fits the scene better. The goal is simply to remove guesswork for the narrator.