

## Book Production Checklist

### Preliminary Phase

| Tasks                      | ✓ | Comments |
|----------------------------|---|----------|
| Review content             |   |          |
| Edit for content           |   |          |
| Review changes with Author |   |          |

### Pre-Press

| Tasks            | ✓ | Comments |
|------------------|---|----------|
| Finalise content |   |          |
| Illustrations    |   |          |
| Diagrams         |   |          |
| Check references |   |          |
| Foreword         |   |          |
| Introduction     |   |          |
| About the Author |   |          |
| Acknowledgements |   |          |
| Dedication       |   |          |
| ISBN #           |   |          |
| Disclaimer       |   |          |

### Cover Design

| Tasks       | ✓ | Comments |
|-------------|---|----------|
| Front Cover |   |          |
| Back Cover  |   |          |

## Reviews

| Tasks               | ✓ | Comments |
|---------------------|---|----------|
| Write Review Pack   |   |          |
| Select reviewers    |   |          |
| Send review request |   |          |

## Editing

| Tasks                | ✓ | Comments |
|----------------------|---|----------|
| Post pre-press proof |   |          |
| Update any changes   |   |          |
| Finalise file        |   |          |
| Sign off file        |   |          |

## Printing

| Tasks           | ✓ | Comments |
|-----------------|---|----------|
| Decide quantity |   |          |
| Quotes obtained |   |          |
| Files uploaded  |   |          |

## Marketing

| Tasks                      | ✓ | Comments |
|----------------------------|---|----------|
| Book info sheet created    |   |          |
| Distributors alerted       |   |          |
| Samples obtained – digital |   |          |
| Press release written      |   |          |

Media selected

## Online

| Tasks                    | ✓ | Comments |
|--------------------------|---|----------|
| Web /Landing page set up |   |          |
| Facebook fan page        |   |          |
| Blog set up              |   |          |
| Articles written         |   |          |
| Twitter account set up   |   |          |