

## TRAINING PACKET — New Audiobook Post-Production Contractors

### Welcome to ShelteringTree.Earth's Audiobook Production Team

This packet outlines expectations, workflow, and quality standards.

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#### A. Our Publishing Philosophy

ShelteringTree.Earth produces spiritually grounded, accessible, and high-quality books and audiobooks. We value:

- Clarity
  - Consistency
  - Professionalism
  - Gentle pacing and warm tone
  - Accessibility for neurodiverse listeners
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#### B. Your Role

As a post-production contractor, you are responsible for:

- Integrating corrections
- Cleaning and enhancing audio
- Adding music transitions
- Mastering to platform standards
- Delivering polished, professional files

You are the final step before publication.

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### C. Tools & Skills Expected

You should be proficient in:

- A professional DAW (Pro Tools, Reaper, Audition, etc.)
  - Izotope RX or similar noise-reduction tools
  - Long-form spoken-word editing
  - ACX/Findaway mastering standards
  - File organization and naming conventions
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### D. Quality Standards

Your work must:

- Be free of clicks, pops, breaths, and artifacts
  - Maintain consistent tone and pacing
  - Match room tone across all chapters
  - Meet ACX/Findaway technical requirements
  - Include smooth music transitions
  - Be delivered on time
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### E. Communication Expectations

- Respond to messages within 24 hours
  - Notify us immediately if delays arise
  - Ask questions early rather than guessing
  - Provide a brief summary with each delivery
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## F. Delivery Checklist

Before submitting files, confirm:

- All corrections applied
- All chapters mastered
- Music transitions added
- File names correct
- WAV + MP3 delivered
- No missing or repeated lines
- No technical issues
- Summary included

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## G. Payment & Invoicing

- Paid per finished hour (PFH)
- Invoices submitted upon final delivery
- Payment issued within **7-14 days**

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## H. Professional Conduct

We expect:

- Confidentiality
- Respectful communication
- Reliability
- Pride in craftsmanship

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