FolarraStudio

Voice Over Artist Planner

create · deliver · grow

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for voice actors and narrators

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Client Questionnaire and Client list pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in a client profile for each new client and log every job on the day.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My business word for this year

Why I love this work

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Client Questionnaire

details for every new client

CLIENT _____ PHONE _____

ADDRESS _____ EMAIL _____

DATE _____ REFERRED BY _____

Project & usage

Script length

Tone & direction

Deadline

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CLIENT _____

EMAIL _____

PHONE _____

PROJECT TYPE _____

RATE _____

USAGE _____

NOTES _____

CLIENT _____

EMAIL _____

PHONE _____

PROJECT TYPE _____

RATE _____

USAGE _____

NOTES _____

CLIENT _____

EMAIL _____

PHONE _____

PROJECT TYPE _____

RATE _____

USAGE _____

NOTES _____

CLIENT _____

EMAIL _____

PHONE _____

PROJECT TYPE _____

RATE _____

USAGE _____

NOTES _____

Project Log

every job, recorded

DATE	CLIENT	PROJECT	HOURS	STATUS	BILLED
					☐
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Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Commercial spot			
Explainer video			
Audiobook per hour			
E-learning			
Pickups			

Project Brief

start every project clearly

CLIENT _____ PROJECT _____

DEADLINE _____ BUDGET _____

Goals

Deliverables

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Style & references

Revisions agreed

Time Tracker

every billable hour

DATE	CLIENT	TASK	START	END	HOURS

TOTAL HOURS _____

Pitch & Leads Tracker

find the next client

DATE	LEAD	WHERE FOUND	PITCHED	WON
			☐	☐
			☐	☐
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Audition Tracker

submitted and booked

DATE	PROJECT	WHERE	SENT	BOOKED
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Booth Checklist

before recording

Setup

- [ ] Mic check
- [ ] Levels
- [ ] Water
- [ ] Phone silent

After

- [ ] Edit
- [ ] Label files
- [ ] Backup
- [ ] Deliver

Script Log

every read

DATE	CLIENT	SCRIPT	WORDS	TAKES	DELIVERED
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Rates & Usage

what you charge for what

JOB TYPE	USAGE	LENGTH	RATE

Session Prep Checklist

before you record

Voice

- [ ] Warm up
- [ ] Water
- [ ] Rest

Script

- [ ] Read through
- [ ] Pronunciations checked
- [ ] Notes marked

Booth

- [ ] Noise check
- [ ] Levels set
- [ ] Pop filter

Invoice Tracker

get paid on time

INVOICE NO.	CLIENT	DATE	AMOUNT	DUE	PAID
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Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Yearly Overview

the business at a glance

YEAR _____ GOAL _____

MONTH	JOBS	INCOME	EXPENSES	PROFIT	NEW CLIENTS
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total					

Notes



FolarraStudio

Thank you!

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