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

Contents

tap a title in the digital planner to jump to it

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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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			☐	☐
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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
- ☐ ____
- ☐ ____
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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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