

## Book Production Checklist:

Publishing Steps	Tasks	✓	Comments
Preliminary phase	Review content		
	Edit for content		
	Review changes with Author		
Pre-Press	Finalise Content		
	Illustrations		
	Diagrams		
	Check references		
	Foreword		
	Introduction		
	About the Author		
	Acknowledgements		
	Dedication		
	ISBN #		
	Disclaimer		
Cover Design	Front cover		
	Back cover		
Reviews	Write Review pack		
	Select reviewers		
	Send review request		
Editing	Post pre-press proof		
	Update any changes		
	Finalise file		
	Sign off file		
Printing	Decide quantity		
	Quotes obtained		
	Files uploaded		
Marketing	Book info sheet created		
	Distributors alerted		
	Samples obtained – digital		
	Press release written		
Online	Media selected		
	Web page set up		
	Facebook fan page		
	Blog set up		
	Articles written		
	Twitter account set up		