



## VOICEOVER - CHECKLIST

Atlas Translations has a large database of qualified and experienced voice artists specialising in a wide variety of subject matter.

Atlas Translations can support your video content and audio production needs - from a simple voice-over through to an entire studio session with technicians and a production team. We have voice-over artists based across the globe or you could decide to use one of our recording studios.

We supply any language, in any location, and in any medium. We also offer a language service to assist with any aspect of your project's translation, interpretation or vocal needs, to ensure that your audience gets your vision, believes your story and hears your message.

We can also help with transcribing, script translation, subtitle review, lip-synching, dubbing, time code insertion and more. Whether it is a TV feature, corporate video, training material, video game, a radio or television commercial or a documentary, we will provide the perfect voiceover for your needs.

Please note that if an artist is booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because our artists will have turned down other work in order to be available for your assignment.

*We refer you to our terms and conditions of business; ask us if you need a copy.*

We advise that you include the following information when communicating with us about your requirements.

- Which language(s) do you require?
- When will the recording take place and how long will it take?
- What is the recording for?

- |  |  |
|--|--|
| <input type="checkbox"/> Radio commercial        | <input type="checkbox"/> Television commercial |
| <input type="checkbox"/> Radio and TV continuity | <input type="checkbox"/> Film trailer          |
| <input type="checkbox"/> Narration               | <input type="checkbox"/> Training video        |
| <input type="checkbox"/> Corporate video         | <input type="checkbox"/> Telephone service     |
| <input type="checkbox"/> Cartoon                 | <input type="checkbox"/> In-store information  |

Other.....

- Does the script need to be translated? If yes, into which language(s)?
- Does your script show time codes?

*Continued overleaf*



- Will the voiceover artist be required to lip synch?
- What kind of voice do you require? *(Please specify your requirements below, e.g. male, female, business-like, humorous, etc.)*
- Do you need us to organise a studio? If not, where is the recording studio located? *(Please provide full address and a map of how to find the venue. Is there parking? What is the nearest underground or railway station?)*
- Do you have a producer or representative from your company with knowledge of the voice-over language who would be able to attend the recording?

Please note that the voiceover artist should receive the script at least 2 working days before the recording to become familiar with it and therefore save time during the recording.