ATLAS translations

Voiceover Checklist

October 2026

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Atlas Translations has a large database of qualified and experienced voice artists. We 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 and 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. This can be done to make sure your audience gets your vision, believes your story, and hears your message. We can also help with transcribing, script translation, subtitle review, lip-syncing, dubbing, time code insertion and more. Whether it's a TV feature, corporate video, training material, video game, radio or television commercial or a documentary, we can 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 to be available for your assignment.

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

Here are some questions to ask and things to remember when contacting us about your project:

- What is the recording for? Please choose the appropriate option below:

Radio Commercial	**Television Commercial**
Radio and TV Continuity	Film Trailer
Narration	Training Video
Corporate Video	Telephone Service
Cartoon	In-Store Information

Other? Please specifiy:

Voiceover Checklist cont.

- Which language(s) do you require?
- When will the recording take place and how long will it take?
- Does the script need to be translated?
    - If yes, into which language(s)?
- How long is the script? Please provide word count or duration.
- Does your script show time codes?
- Will the voiceover artist be required to lip sync?
- What kind of voice do you require?
    - Please specify your requirements, e.g. male, female, business-like, humorous, etc.
- Do you need us to organise a recording 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?
- Do you have any additional special instructions?

Note: The voiceover artist should receive the script at least two (2) working days before the recording to become familiar with it. This will help to save time during the recording session.