

# Book Production and Pre-Launch Checklist

- Edit & review
  - Beta Readers
  - Check editor's notes and suggestions
  - Pre-format
  - Prep Kindle version
  - Proof manuscript
  - Format for CS
  - Formal reviews
  
  - Design covers
  - Write back cover/descriptions
  - Keyword search
  - ID Other headings
  - Subtitle and title
  - Review Amazon genres
  - Check comparative books
  
  - Acknowledgements
  - About Author page
  - Dedication
  - Update author photos
  - Tech Page Content
  - Foreword
  - Introduction
- Review social media
  - Create media list
  - Write press release
  - ISBN from Nat Library
  - Any final changes to files
  - Prep for Amazon Uploads
  - Confirm accounts with Amazon
  
  - Plan launch
  - Upload to Create Space
  - Upload to Kindle
  - Create Amazon Author Page
  - Order printed copies
  - Send links to Beta Readers
  - Facebook/website links
  
  - Send press release
  - Execute Launch Plan
  - Buy great pen for signing books
  - Review Checklist!!!
  - Celebrate
  
  - Speaker Details - Workshops
  - Next Book!!!

If half of these items seem like working through a new language with only a Berlitz condensed 'learn to speak...' guide, then why not connect with Dixie and the other Authority Authors on Facebook and join in the conversation... or book some talk-time with Dixie.