



# The Lanterman Project

## How it Works:

## Responsibilities & Procedures

Thank you for participating in this project. This document will explain how the various aspects of this program will work.

As you already know, Lanterman, and the 20 Regional Centers in California are in need of voice talent to record the instructional material for a variety of online educational and training programs. Initially, there will only be a handful of recordings to be assigned, mainly from the Lanterman Regional Center in Los Angeles. But this will undoubtedly increase as the program develops and other Centers develop their projects.

## Responsibilities

There are three components to The Lanterman Project that you need to know about:

- The Lanterman Center's Manager
- The Project Manager
- Voice Talent

### THE LANTERMAN CENTERS MANAGER:

Maureen Wilson is the coordinating manager for the E-learning projects that you will be recording. Maureen is our primary contact at Lanterman Regional Center and all files will ultimately be delivered to her or her production editor. Here's a summary of what Maureen will be doing:

- Coordinating and proofing scripts prior to delivery to us
- Working with our Project Manager to coordinate the voice talent
- Take delivery of completed recordings, which will then be routed to their production editor

As a voice talent, you will likely never have any direct contact with Maureen. However, you will be delivering your completed files to her, as will be explained later.

### THE PROJECT MANAGER:

This individual will be your primary contact. The Project Manager will work closely with Maureen to assign voice talent and distribute scripts as needed. At first, there will only be a single Project Manager. However, if the work load increases as we expect it might, we will most likely find it necessary to add additional Project Managers.

The Project Manager's responsibilities are as follows:

- Coordinate with Maureen to receive scripts and determine the delivery deadline.
- Assign a voice talent to record a specific script (see Procedures, later)
  - In some cases, the talent will be chosen by Maureen.
  - In other cases, the Project Manager will assign the voice talent.
- Verify that voice talent agrees to record the script and will be able to deliver by the deadline.
- Record the project introduction voiceover and mix with music as provided.
  - This audio file will be delivered to the voice talent along with the script.
- Follow-up with voice talent as needed to make sure deadlines are met.

## THE VOICE TALENT:

Responsibilities of the voice talent are as follows:

- Record the assigned script.
- Make any necessary edits to clean up the recording.
- Attach the recorded introduction (provided by Project Manager) to the beginning of the file.
- Render an MP3 file of the combined introduction and recorded script.
- Deliver the completed, rendered file to the email address provided by Project Manager.

## Procedures:

### FORMATS:

- **Slating:** DO NOT SLATE the final recording.
- **File Format:** All audio files should be rendered to MP3 at 44.1KHz, 128Kbps (bit rate).
- **File Naming:** Please use the following format when delivering files.
  - ProjectTitle may be abbreviated to one or two words as necessary.
  - For “DeliveryDate” use the six digit format (Month Day Year) 030712 to indicate the date March 7, 2012:

ProjectTitle\_LastName\_DeliveryDate.mp3

### DELIVERY:

Delivery will initially be via email. As work increases, a Dropbox account may be set up.

- **Lanterman to Project Manager:**
  - Script will be delivered via email in MS Word .doc format
- **Project Manager to Voice Talent:**
  - Email the Script Word .doc and the MP3 introduction to Voice Talent.
  - Include your contact email and phone number in the email so Voice Talent may contact you if necessary.
- **Voice Talent to Lanterman:**
  - Use [www.WeTransfer.com](http://www.WeTransfer.com) to deliver your completed project MP3 file to the Lanterman address provided in the email from your Project Manager.

## THE PROJECT MANAGER:

- You will receive an email from Lanterman with the Script attached as a MS Word .doc.
- The email content will include the PROJECT TITLE, PROGRAM SUMMARY, the PROJECT DEADLINE and the DELIVERY email address for the completed project.
- In some cases, a Voice Talent may be specified (or requested) for a specific script.
  - If Voice Talent is not specified or requested, it will be your job to assign a Voice Talent for the project.
    - A spreadsheet of Voice Talent will be provided.
  - Because this is a voluntary project, we want to give everyone who has offered their services an opportunity to participate. Please keep assignments to a maximum of two per month.
  - As the project grows and more recordings are required, it may be necessary to divide the Voice Talent among the Project Managers. You will be provided with the contact information for other Project Managers so you can coordinate Voice Talent assignments and cover for vacations, etc.
- Record an introduction for each assigned script and deliver an MP3 of the recording to the assigned talent.
  - Music will be provided (copyright cleared)
  - Record the following script: (listen to sample provided for music hits)

“Thank you for joining us for this Lanterman Regional Center program... [PROJECT TITLE]. I'm [MANAGER NAME]. Voice casting and project coordination is provided by the VoiceActing Academy at VoiceActing.com. We hope you find this program helpful. Your narrator is [TALENT NAME].”

- Mix your voice track introduction with the provided music.
- Email the Script Word .doc file and your recorded MP3 introduction to the assigned Voice Talent.
  - You can edit the email you received from Lanterman as needed, or copy/paste the PROJECT TITLE, PROGRAM SUMMARY, DEADLINE, and DELIVERY email address to create the email you will be sending to Voice Talent.
  - Include your phone number and email address in case Voice Talent needs to contact you with any questions.
  - Double check your content and attachments before sending the email to Voice Talent. Attachments should include:
    - The Script provided by Lanterman
    - Your recorded MP3 introduction
  - Request that Voice Talent confirm receipt of your email.
  - As the DEADLINE date approaches, follow-up with Voice Talent if needed.
- If you have any questions regarding the project, your first contact person will be the Lanterman Manager.
- For other questions, please contact us at VoiceActing Productions
  - Phone: 858.484.0220
  - Email: [info@voiceacting.com](mailto:info@voiceacting.com)

# A note to our Voice Talent:

Within the first week of announcing this project, we received more than 50 auditions from voice talent who have offered to volunteer their services. This project will be starting slowly with only 5 productions from the Los Angeles Lanterman Regional Center, but we are expecting most of the other 20 Regional Centers to submit projects that will need to be recorded. Within just a few months, there may easily be enough work to keep most of you busy with at least one project.

Your willingness to participate is greatly appreciated by both the Lanterman Regional Center and by us at VoiceActing Productions. However, because the number of volunteers far exceeds the current number of projects, we need you to know that it may be several months before some of you are contacted to record a project. If your interest or status should change, we ask that you please let us know by sending an email to [Lanterman@voiceacting.com](mailto:Lanterman@voiceacting.com).

Please deliver your script in a conversational manner. Although much of the content is rather dry and may be repetitive in places, our goal is to effectively communicate the information to staff, parents, and individuals who may be developmentally or cognitively challenged. To achieve this you should sound friendly, approachable, and conversational (to as much a degree as you can with the content.) Please do not rush your delivery. With bullet points, please leave a beat between bulleted items (about a second). Also, please leave a beat of silence before and after each "Slide Number" so the editor can easily break down your tracks for production.

When you do receive an assignment, please follow the following procedures:

## **VOICE TALENT:**

- You will receive an email from the Project Manager containing the following:
  - Attachment: Script in a MS Word .doc format
  - Attachment: MP3 file of the program introduction
  - Email content:
    - PROJECT TITLE
    - PROGRAM SUMMARY
    - DEADLINE for delivery
    - DELIVERY email address
    - Project Manager's contact information
- Your job will be to record the script at your best quality and deliver to the DELIVERY email address before the DEADLINE.
  - If you have any conflicts or issues that you think might interfere with delivering the recording on time, please contact your Project Manager immediately so the project can be reassigned.
  - If your Project Manager cannot be reached, please contact us at VoiceActing Productions
    - Phone: 858.484.0220
    - Email: [info@voiceacting.com](mailto:info@voiceacting.com)
- Record the assigned script and edit for a contiguous recording, making sure that your recording quality and edits are as good as possible.
  - Please record the entire script
    - Include "Slide Number X" (this will be removed later by the Lanterman editor.
    - Do NOT slate the beginning of the project.

- Take the MP3 introduction sent with the script and place it at the beginning of your project. Leave approximately 5 seconds of silence between the end of the introduction and the beginning of your recording.
  - Your recording levels should be as close as possible to the levels of the introduction.
- When you have edited and assembled your recording and added the introduction, please render the entire project to an MP3 file at 44.1 KHz, 128Kbps
- Save the project to a safe place on your computer in case you need to refer back to it for any changes.
- Save the MP3 file to a safe place where you will be able to easily access it for uploading.
- Use [www.WeTransfer.com](http://www.WeTransfer.com) to send the large file to Lanterman
  - Click on the “Add your files” + sign and locate the large MP3 file on your computer. Click on the file to add it for uploading.
  - Enter the following email addresses in the “Enter friend’s email address(es)” field.
    - The Lanterman DELIVERY email address sent to you by your Project Manager
    - Your Project Manager’s email address
    - Our email address: [info@voiceacting.com](mailto:info@voiceacting.com)
    - DO NOT send your recording to the [Lanterman@voiceacting.com](mailto:Lanterman@voiceacting.com) address
  - Enter YOUR email address in the “Enter your email address” field
  - Include the Project Name and Your Name in the “Type your message” field.
  - Click the Transfer button at the bottom to upload your file.

Additional notes for Voice Talent:

Our goal with this project is to provide voice talent with the opportunity to not only give back, but also to learn from the experience of recording, editing, and delivering these projects.

If you are uncertain about your recording quality or any other issues, please contact us by phone at 858.484.0220 M-F, 10am-5pm Pacific Time, or email to [info@voiceacting.com](mailto:info@voiceacting.com). We’ll be happy to help you make adjustments to your recording process or home studio that might improve your recording quality. About 15% of the submitted auditions presented quality issues with either the performance, home studio acoustics, or other technical issues. If you are in that 15%, you will be contacted privately.

If you would like additional support for your voiceover work, please consider joining our VoiceActing Academy Conductor’s Club at [www.ConductorsClub.com](http://www.ConductorsClub.com).

We at VoiceActing Productions and Lanterman Regional Center look forward to working with you on these programs.

Thank you.

James R. Alburger  
Penny Abshire  
Maureen Wilson