

SELF-PUBLISHING CHECKLIST

Cross off any of the services or steps below that you do not need.

Deadline

- _____ **PRELIMINARY MARKETING PLAN**
 - Book price** _____
- _____ **HIRING**
 - Designer (for cover and interior) _____
 - Editor _____
 - Marketing Consultant _____
 - Web site designer _____
 - Book printer _____
 - Illustrator _____
 - Proofreader _____
 - Indexer _____
- _____ **PERMISSIONS**
- _____ **COPYRIGHT**
- _____ **ISBN AND BAR CODE**
- _____ **CIP DATA AND LCCN**
- _____ **FINAL DECISION ON PRINTER**
- _____ **EDITING**
- _____ **ILLUSTRATIONS**
- _____ **BOOK REVIEWS**
- _____ **BOOK COVER**
- _____ **PUBLISHER'S COLOPHON DESIGNED**
- _____ **MORE SPECIFIC MARKETING PLAN**
- _____ **INTERIOR DESIGN AND LAYOUT**
- _____ **PROOFREADING**
- _____ **INDEXING**
- _____ **CONFIRM DATES AND SPECIFICS WITH PRINTER**
- _____ **FRONTMATTER**
- _____ **DESIGNER PREPARES FILES FOR PRINTING**
- _____ **PRINT!**
 - Check printer's proofs—maximum 24-hour turnaround
- _____ **PUT YOUR MARKETING PLAN INTO ACTION**
- _____ **RECEIVE BOUND BOOKS**