

Scope Creep Prevention Checklist

PROTECT YOUR TIME,
TALENT, & INCOME
BEFORE YOU START
RECORDING.

☐

Get the Details in Writing

- Final script length
- File format(s) and delivery method
- Project deadline

☐

Define Usage Clearly

- Where the recording will run (TV, radio, online, internal)
- Market size (local, regional, national, global)
- Length of usage (one month, one year, in perpetuity)

☐

Set a Revision Policy

- Include X free round(s) of pickups/revisions
- Charge a set fee for additional rounds or major script changes
- Confirm Rates Up Front
- Base recording fee
- Usage fees (if separate)
- Any add-ons (rush fee, file splitting, multiple versions)

☐

Establish Approval & Delivery Terms

- Who gives final approval
- How final files will be delivered (email, file transfer, etc.)



ADD A FRIENDLY LINE IN YOUR QUOTE OR CONTRACT SUCH AS:

“THIS QUOTE INCLUDES ONE FREE ROUND OF PICKUPS FOR PERFORMANCE OR TECHNICAL ADJUSTMENTS. ADDITIONAL PICKUPS OR MAJOR SCRIPT CHANGES WILL BE BILLED AT [\$X] PER ROUND.”