



shut-up & talk
voice-overs • nyc

Demo Production Procedures and Talent responsibilities:

- Please call the studio (212-991-0642) to schedule your demo session.
- Demos are generally recorded and produced during a 4-hour session. Approximately 1 hour is spent recording the voice-over and 3 hours are spent editing, mixing, mastering, choosing an order for the spots produced and finally cross fading the spots into a continuous track that is approximately 60-90 seconds in length.
- Please deliver only five pieces of copy to us at least one week prior to a scheduled demo session. Copy must be sent in advance so that a sound designer can begin searching for music, ambience and any sound effects that may be needed for each individual spot. Copy can be faxed to 212-252-0522 or e-mailed to info@shutupandtalk.com.
- Please edit/cut all copy before sending it. That is, choose in advance what portion of a 60 second spot you will be recording. Ideally, all five pieces of copy you have chosen to record do not exceed approximately 60 seconds in total of recorded time.
- Studio time is billed at \$250 per hour plus NY sales tax. This hourly rate includes the engineer and the director. In our experience, if all the above guidelines are followed, a demo should take no longer than 4 hours to produce.

- CANCELLATION POLICY:

Up to 24 hours prior to the session – no charge

Under 24 hours prior to the session – 50% charge

If a session is scheduled for a Saturday, Sunday, or Monday and it is cancelled on Friday or after – this is considered less than 24 hours and is billed at 50%.

-PAYMENT POLICY:

All clients are required to pay 100% of all known costs when the session is complete.

All major credit cards are accepted.

These guidelines are outlined so that each session runs smoothly and efficiently. If we spend time “in session” searching for music or cutting copy, you will most likely go into a fifth hour of studio time. Our mission is to produce a competitive demo at a great value. This can be accomplished by adhering to the above stated guidelines and by being fully prepared for your session.