

Book Release Checklist

Book Name/Release Date: _____

✕	Create:	
	Dedication	Note from the Author
	Recipes	Study
	Generate ISBN's	Contact Library of Congress for LOCN
	Generate Book Bible	Create Pretty Links
✕	Create:	
	Website Page	Fiction Finder page
	Goodreads page	Square Store page
	Add to Bookbub Listing	Add to Bookfunnel // Paypal
	Bookbub preorder report	Bookbub featured new release application
✕	Contact Christian Indie Publishers Association	
	Press release through Christian Indie Publishers	
	Bookcrash reviews	
	Add to Publisher's Weekly Book Life	
	Contact radio and podcast sites as listed on CIPA site: follow guidelines on site. https://cipa.podia.com/courses/list-of-over-100-radio-and-podcast-media	
	Add to Christian Indie Publishers Consumer eBlast: To reserve a spot in an upcoming Consumer eBlast, email your request with "Consumer eBlast" in your subject line to cipa@christianpublishers.net . Follow guidelines on site.	
	Submit Christian Media PR Blast: create press release via instructions on site.	
	Contact local radio station and newspaper (https://www.quicksie983.com/) (https://www.thenewsenenterprise.com/site/forms/)	
	Submit to Book Life for review	
	Contact B&N for new release promos (need about 8 weeks lead time)	
✕	Upload Ebook:	
	Amazon	Draft 2 Digital
	B&N	AppleBooks
	Smashwords	GooglePlay
	Kobo	PublishDrive
✕	Upload Paperback:	
	KDP first, order draft	
	Lightning Source	
	Bookshare	
	Upload Audio	

X	Website	
	Cover reveal	Week after release day - What Reviewers Are Saying
	Preorder on column widget	Autographed paperback pre-order
	Coming Soon - first chapter or preview with preorder	Release Day
X	Social Media:	
	PromoRepublic posts for the week of release	Create video on Ripl
	Generate countdown headers for social media sites	General countdown images for Instagram
X	Newsletter	
	To main group preorder	
	To main group release day - segment through release week	
	To Allies the day before	
	Add to OKP newsletter monthly	
X	Allies	
	Create signup for special team	Newsletter release day - remind to share and do reviews with links to all sites
	Create group for special team	Live Facebook main group
	Live Facebook in special group	
	Update Book Bible	
	Mail copy of paperback to Library of Congress	
	Submit to Bookshare.org	
	Set up Goodreads giveaway to end 2 days before release	
X	1 week out: Put book on sale \$1 off on store	
	Write blog post	Send newsletter