

CLIENT

BOOK PRODUCTION SUITE
PLAN TO PUBLISH SERIES V.24

Profile



MILLENNIAL MEDIA



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Welcome Back

OUR STORY CONTINUES HERE

Dear Author,

Thank you so much for considering our editorial and book production services again! We are delighted to continue this journey with you on the next book and hope this process leads to a sustaining, fruitful partnership for the Kingdom of God.

Since you're a returning client, you are familiar with our editorial and production methods. However, in January 2020, we updated our submissions procedure and launched Plan to Publish, our signature acquisition and onboarding process for all book production projects. This system consists of seven unique phases, each one specifically designed to help you understand and execute the creative process with our team.

As a boutique agency, we continue to offer the same editorial and copywriting packages along with optional design, typesetting, and illustration services. Our desire is to meet you wherever you are in the book publishing journey and to assist you along the way. Together, we can bring the message God has birthed in your heart to life on the printed or digital page.

Before we can continue writing our partnership story, we need to verify your contact information on file and acquaint ourselves with your next project. Once we've received all the necessary information, our team will review your client profile, completed discovery workbook(s), and manuscript submission and then evaluate whether or not your book fits within our calendar at this time. As a returning client, you are given high-priority status when assessing new projects. We hope this will be the delightful beginning of our continued venture!

Thank you for embarking on this journey with us. Let's see how our story unfolds!

Sincerely,

Mica C. Olinghouse
Founder / Lead Editor
Millennial Media

Client Qualifications



MESSAGE & MISSION

Millennial Media is a mission-driven editorial and creative agency; therefore, we are seeking clients who fit within the scope of our organization's foundational message and purpose. We work primarily with Christian ministers who adhere to a Spirit-filled and Biblically sound doctrinal message. We also work with Christian business professionals, authors, and leaders who adhere to the same doctrinal message in both their personal lifestyle and public platform.

QUALITY PROJECT

Millennial Media upholds high industry standards; therefore, we are seeking projects that deliver quality in both substance and style. As a result of our professional expertise and reputation, we evaluate each project presented to us carefully and prayerfully. We do not commit ourselves to projects that are not yet ready for professional editorial or production assistance.



PREPARATION & TIMING

Millennial Media is committed to the principle of stewardship; therefore, we schedule clients and projects that have been fully vetted in the Discovery Phase of Plan to Publish. We consider the many implications and requirements necessary to complete each project and evaluate a project's merit based on its level of preparation and time frame for completion.



Instructions

COMPLETE THE PROFILE

The first step in the Discovery Phase of Plan to Publish for returning clients is completion of the Client Profile, a form we require for every project under consideration.

We have prepared a list of discovery questions on the next few pages for you to review. When you're ready to answer them, click the *Fill Form* button at the end of the section to answer the questions on the online form. Once you're finished, your responses will automatically be sent to our office for review and processing.

PAY THE RETURN CLIENT FEE

To complete the filing process, click the *Pay Fee Now* button at the end of this profile form and submit your processing fee online. You may also submit payment on our website [here](#).

Please note that submission of this application and corresponding fee does **not** guarantee a space in our project calendar. Upon review of your application, we'll be able to determine if you are a compatible client for our Millennial Media production team and if your manuscript is ready for professional editorial assistance.

Discovery Questions

CONTACT PROFILE

1. Full name and personal contact information
2. Billing information
3. If a third party will be handling your account (such as a secretary or agent), please list their name, email, and phone number.

PLATFORM PROFILE

4. How has your ministry or platform changed since we last worked with you on a book project?

AUTHOR PROFILE

5. How would you describe the success of the book(s) we have helped you with previously?
6. Have you published any other books since we last worked together? If so, please list your most recent titles and publishers.
7. How would you like the outcome of this book to be better or different than previous book projects?

Discovery Questions

MANUSCRIPT PROFILE

8. What editorial service are you requesting? Developmental edit (for a final draft manuscript that needs a full edit) or Ghostwriting/Transcript-to-manuscript development (for raw source material that needs to be developed into a book)?

9. Is your manuscript complete with chapter titles and other book elements such as back matter copy, foreword, endorsements, and author bio?

10. Will transcribing be needed to complete your manuscript? (Yes or No)

11. If transcribing is required, please provide information regarding the audio files.

12. Will research be needed to complete your manuscript? (Yes or No)

13. If research is required, please explain.

14. Has your manuscript been previously edited by another professional?

15. Is your manuscript already prepared according to our Millennial Media submission requirements? (Microsoft Word document, Times New Roman 12 pt font, double spaced, 1 inch margins all around)(Yes or No)

Discovery Questions

MANUSCRIPT PROFILE CONTINUED

16. Does your manuscript need further concept development? (Yes or No)
17. If your manuscript requires additional concept development, please explain.
18. How has your writing improved since your last book project? Much improved, a little better, or about the same?
19. Please describe your current writing style and trouble areas.

EDITORIAL EVALUATION

20. Please describe the content and overall message of your manuscript. What is it about?
21. What is your book's genre? (Teaching, motivational, biographical, curriculum, etc.)
22. Please define your book's target audience.
23. What were your favorite aspects of working with the Millennial Media team previously? What would you like to see improve from your last experience?

Discovery Questions

TIMELINE EVALUATION

24. How many pages are in your manuscript? If your project requires transcribing, how many hours of audio material will be submitted for transcription?
25. When will your manuscript or audio files be ready for submission to our editorial office?
26. Are you on a contract deadline with a publisher? (Yes or No)
27. If you do have a contract with a publisher, when is the final date for submission of an edited manuscript?
28. When do you hope to have your book completely ready for publication?

PREPARATION EVALUATION

29. Are you self-publishing your book? (Yes or No)
30. If you are self-publishing, have you researched the publishing industry including costs of printing and marketing?
31. Are you currently prepared to meet the financial obligation required to edit, proof, design, print, and market your book?

Discovery Questions

PREPARATION EVALUATION CONTINUED

32. Are you prepared to invest time and energy into communicating with an editor, reviewing edits, and responding to our creative team in a timely manner?
33. Do you have a copy of our Editorial Packages and Pricing Guides?(Yes or No)
34. Are you responsible with deadlines?

PRODUCTION PROFILE

35. Does your book require illustrations? (Yes, No, or Possibly)
36. If your book requires or possibly requires illustrations, what would you like to illustrate? Are you interested in using our illustrator? Do you have a preferred style of illustration?
37. Are you interested in our design services for typesetting? (Yes, No, or Possibly)
38. If you are interested in our design services for typesetting, do you have any specific ideas at this time for your book's layout?
39. Are you interested in our design services for cover art? (Yes, No, or Possibly)

Discovery Questions

PRODUCTION PROFILE CONTINUED

40. If you are interested in our cover art design services, do you have any ideas at this time for your book's cover?

41. Are you interested in our ebook conversion services? (Yes, No, or Possibly)

42. Are you interested in our brand development services to help build your author platform such as our logo, website, or business card packages? (Yes, No, or Possibly)

43. If you are interested in our brand development services, what are you interested in most and how can we help you?

44. Are you interested in our content marketing services to help build your author platform such as our blog packages, social media packages, email marketing packages, or video production packages? (Yes, No, or Possibly).

45. If you are interested in our content marketing services, what are you interested in most and how can we help you?

Discovery Questions

PRODUCTION PROFILE CONTINUED

46. Are you interested in any print-on-demand packages if available to help assist you in the final printing stages of your book's production?

47. Are you interested in our exclusive marketing packages if available to help promote your book launch?

48. If you have any other questions or information regarding your project, please feel free to share with our team. (A space will be provided for you on the form.)

[FILL FORM](#)



Congratulations!
You're finished!
Here's your next step.

You have successfully completed your first step in the Discovery Phase of Plan to Publish!

We'll be getting in touch with you soon!

Your Next Step: Pay the \$30 Book Production Return Client Fee online.

[PAY FEE NOW](#)



Resources



info@millennialmediallc.com

WEBSITE

Other Plan to Publish Series documents are available on our website at www.millennialmediallc.com.

Visit the **Resources** page to download any of the following interactive forms:

- New Client Application (available for each track)
- Client Profile (available for each track)
- Editorial Discovery Workbook
- Design Discovery Workbook
- Branding Discovery Workbook
- Content Management Discovery Workbook
- Checklists and more!

Our Packages & Pricing Guides are available on a backend page of our website. Visit [here](#) to download any current edition of our pricing guides.

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