

NEW CLIENT

BOOK PRODUCTION SUITE
PLAN TO PUBLISH SERIES V.24

Application



MILLENNIAL MEDIA

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Welcome

OUR STORY BEGINS HERE

Dear Author,

Thank you so much for considering our editorial and book production services. We are delighted to begin this journey with you and hope this process leads to a fruitful partnership for the Kingdom of God.

If you're a first-time author or a new acquaintance of Millennial Media, we'd like to introduce you to 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 offer a variety of 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 begin writing our partnership story, we need to know some important things about you, your book, your message, your project goals, and the condition of your manuscript. Once we've received all the necessary information, our team will review your application, completed discovery workbook(s), and manuscript submission and then evaluate whether or not our story continues to the next chapter of a client-editor/agency relationship. We hope this will be the delightful beginning of a wonderful new 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 APPLICATION

The first step in the Discovery Phase of Plan to Publish is completion of the New Client Application (or Client Profile for returning clients), 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 APP FEE

To complete the application process, click the *Pay App Fee* button at the end of this application 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. Are you a pastor? (Yes or No)
5. If you are a pastor, please describe the nature of your ministry and include the name of your church.
6. Are you a missionary or do you have an international outreach? (Yes or No)
7. If you are a missionary, please describe the nature of your ministry, where you live, and whether or not you will be writing for a foreign audience. If you have an international outreach, do you plan on translating your book and/or distributing to non-English speakers?
8. Are you a minister other than a pastor or missionary? (Yes or No)

Discovery Questions

PLATFORM PROFILE CONTINUED

9. If you are a minister, please describe the nature of your ministry and your specific platform or message.

10. Are you a Christian professional serving Christ in your business or sphere of influence? (Yes or No)

11. If you are a Christian professional, describe your business platform and the experience substantiating your book's message.

AUTHOR PROFILE

12. What best describes you? A first-time author or published author?

13. If you are a first-time author, briefly describe your personal or public message and current platform and how this relates to the message in your book.

14. If you are a published author, how were your books published? Traditionally Published, Professionally Self-Published (produced with the help of a professional editor and designer) or Vanity Self-Published (produced with no outside professional help)?

15. If you are a published author, list the titles of books you have published and their publisher. If self-published, please list the self-publishing platform or service you used.

Discovery Questions

MANUSCRIPT PROFILE

16. 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)?

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

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

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

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

21. If research is required, please explain.

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

23. 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

24. Does your manuscript need further concept development? (Yes or No)

25. If your manuscript requires additional concept development, please explain.

26. How would you rate your writing skills? (Excellent, Good, Average, Poor)

27. Please describe your writing style and trouble areas.

EDITORIAL EVALUATION

28. Please describe the content and overall message of your manuscript. What is it about?

29. What is your book's genre? (Teaching, motivational, biographical, curriculum, etc.)

30. Please define your book's target audience.

31. What do you hope to gain from working with an editor?

Discovery Questions

TIMELINE EVALUATION

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

PREPARATION EVALUATION

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

Discovery Questions

PREPARATION EVALUATION CONTINUED

40. 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?
41. Do you have a copy of our Editorial Packages and Pricing Guides?(Yes or No)
42. Are you responsible with deadlines?

PRODUCTION PROFILE

43. Does your book require illustrations? (Yes, No, or Possibly)
44. 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?
45. Are you interested in our design services for typesetting? (Yes, No, or Possibly)
46. If you are interested in our design services for typesetting, do you have any specific ideas at this time for your book's layout?
47. Are you interested in our design services for cover art? (Yes, No, or Possibly)

Discovery Questions

PRODUCTION PROFILE CONTINUED

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

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

50. 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)

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

52. 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).

53. 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

54. 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?

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

56. 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 \$40 Application Fee online.

[PAY APP FEE](#)



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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