



CLIENT DISCOVERY WORKBOOK

Editorial

MILLENNIAL MEDIA

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Welcome

CREATIVE EXCELLENCE BEGINS HERE

Dear Author,

Welcome to the next step in the Discovery Phase of Plan to Publish V.20, our signature acquisition and onboarding process for all prospective projects. Thank you for considering Millennial Media for your editorial and/or book production partner. We believe God has put a message in your heart, and we are delighted to have the potential opportunity to work with you as you walk towards fulfilling your dreams. Together, we are making a difference for eternity!

We realize that publishing your book can be overwhelming and exciting all at once. That's why we've created this discovery workbook—to help you uncover the vision behind your message so that you will be able to clearly communicate your heart to our editorial and design team. We've included several practical and technical questions in this document to assist you in organizing your thoughts, editorial goals, target audience, production needs, and writer's voice. This process also enables our team to carry out your project with attentiveness and excellence. The clearer you are in communicating the message and purpose of your book with us, the more efficient we'll be in executing our services.

The purpose of the Editorial Discovery Workbook is two-fold: 1) to assist you in understanding the creative process and requirements of your project and 2) to establish clear and open lines of communication between you and our editorial and/or design team members. If you're not able to answer a question, that's ok! It's possible you may have discovered another dimension to your book that needs more refining, examining, or research. Please feel free to contact our office if you're having difficulty completing this workbook.

We would much rather you be prepared than contracting us for something you're not fully ready for yet. Visions and dreams take some time to simmer and develop. We are firm believers that if God called you to do something, He also called you to do it with excellence. Rushing through the creative process stifles excellence every time!

Sincerely,

Mica C. Olinghouse
Founder / Lead Editor
Millennial Media LLC

A cup of coffee and pink flowers are visible in the background on the left side of the page.

Instructions

COMPLETE THE WORKBOOK

The second step in the Discovery Phase of Plan to Publish V.20 is completion of the Discovery Workbook(s), a creative exploratory process we require for every project under consideration. This workbook is an **interactive** form, which means that all text spaces in the Discovery Questionnaire section can be filled in directly inside the PDF document! No printing is necessary.

Simply answer the questions to the best of your ability and email the completed PDF to our office. It's as simple as that!

PAY THE MANUSCRIPT SUBMISSION 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 workbook and corresponding fee does **not** guarantee a space in our project calendar. Upon review of your manuscript and discovery workbook, 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.

Author Profile

Full Name & Name of Ministry or Organization



Online Author or Professional Platform (website and social media links)



If you are a first-time author, what part of the editorial or self-publishing process do you find most challenging or confusing?



Do you have an author / writer brand or platform including a built-in audience like a congregation or partner base, an online following, a website, logo, blog, email distribution list, or social media author profiles?



Manuscript Evaluation

What is the material you are presenting to Millennial Media for consideration? A written manuscript or raw material like transcripts for manuscript development?



Are you submitting audio files to our team for transcription? (If so, please answer the Transcription Profile on page 10.)



Do you have a book title? If not, what book titles are you considering?



Do you have a chapter of contents already prepared? If not, please describe the potential direction and outline for the book.



Manuscript Evaluation

How long is your current manuscript? (Please include number of pages.)



What book elements do you want to include in your final edited manuscript? (Foreword, bio, back matter copy, acknowledgments, endorsements, etc.)



If your book is being presented to a traditional publisher, will you need assistance in completing the publisher's book proposal form?



When will your manuscript be ready to submit to our office for consideration?



Editorial Evaluation

What are the overarching themes and Scriptural components of your book?



Please define your book's target audience and how your book will help them. How do you want your readers to learn or grow from reading your book?



What makes your writing style unique? Do you use humor, stories, and personal examples?



Have you submitted your manuscript to another person for feedback? What were their comments? If your book is based on a message you preached, how did it impact the audience?



Spiritual Evaluation

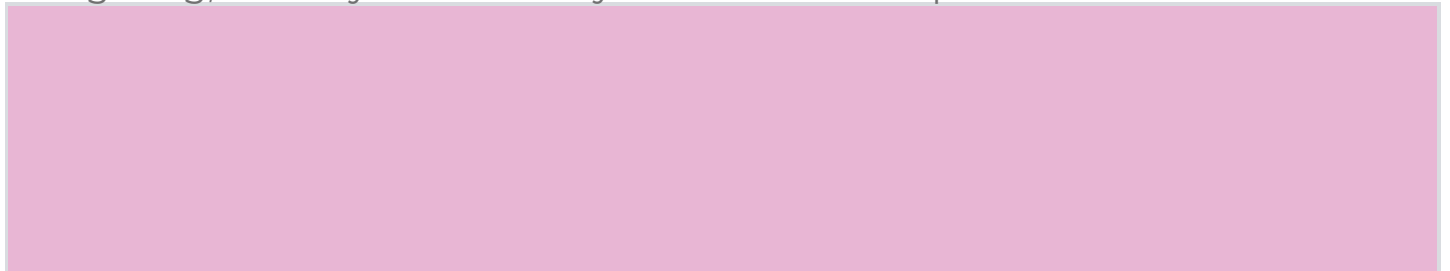
Does your manuscript reflect strong, doctrinal truth grounded in God's Word? Would you consider your book Spirit-filled, Word of Faith, Charismatic? What are some of the primary doctrinal components of your book?




Are there any elements to your book's message that are considered fringe beliefs and are outside the centrality of Scriptural Truth?



If you are a minister and this book is written from your ministry flow and gifting, would you consider yourself more of a preacher or teacher?



What key message do you want to convey in this book? How will this message help the reader in their relationship with God, both theologically and practically?



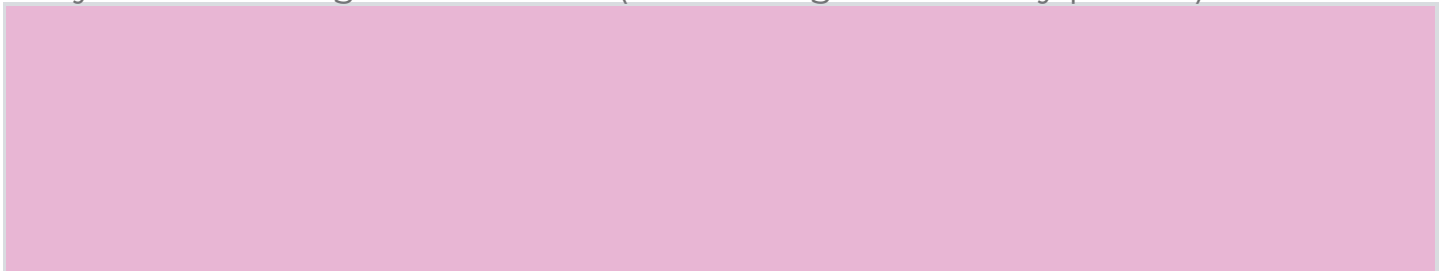
Transcription Profile

For transcript-to-manuscript projects only. Please skip this page if your project does not require transcription services.

Please describe the audio material that needs to be transcribed.



How many hours of audio do you need transcribed? How many audio files will you be sending to our office? (Submit digital files only please.)



When will the audio files be ready to be submitted to Millennial Media for transcribing?





Congratulations!
You're finished!
Here are your next steps.

You have successfully completed your second step in the Discovery Phase of Plan to Publish V.20! Now simply email this document to our office at info@millennialmediallc.com.

We'll be getting in touch with you soon!

Your Next Steps:






- 1) Pay the \$50 Manuscript Submission Fee online.
- 2) Email your manuscript or audio files to our office for review.

PAY FEE NOW

Manuscript Checklist

IS YOUR DOCUMENT READY TO BE SENT?

Before submitting your manuscript to our editorial office, please be sure your document is in the correct format.

-  Microsoft Word File
-  Times New Roman Font
-  12-Point Font Size
-  Double-Spaced
-  1-Inch Margins All Around (Top, Bottom, Left, and Right)

Resources



info@millennialmediallc.com

WEBSITE

Other Plan to Publish V.20 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 (Book Production or Digital Media)
- Client Profile (Book Production or Digital Media)
- Editorial Discovery Workbook
- Design Discovery Workbook
- Branding Discovery Workbook
- Content Management Discovery Workbook
- Checklists

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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