

# SKYDIVING CHECKLIST

Before we JUMP into your book project, there are a few last items to cover! The following stems from one of our awesome authors who asked this question on his Kick-Off Call: “How can I be a great client?” We believe if there is alignment on the following five items, our Streamline Books process will be a win-win for all involved!

## SUBMIT ALL EXISTING CONTENT ASAP

**Your Google Drive folder** is where your writer and editor will glean any existing notes or other content related to your book-writing project. In addition, if you’re bringing any existing writings you’d like to see incorporated into the manuscript (writing, pictures, links, resources, etc.) then please submit such content in your Google Folder no later than **Week 3** of the process. In addition, we will enact a content cut-off date at **Week 8** for any similar content you wish to add.

## TECHNOLOGY BRIEFING

**Speaking of Google, your manuscript will be stored in a shared Google Doc template** so that we can approach your project through a collaborative lens. There are two main functions we’ll use to ensure a mutually satisfactory experience: **Comments** and **Suggested Edits**. If you have any questions about how to use these features, your Author Success Coordinator will be glad to help!

## EMAIL (PM), TEXT (ASC), PHONE (WRITER)

**For communication purposes, keep the following in mind as we begin . . .** All communication with your **Project Manager** will come via email, so be on the lookout in the weeks ahead for important information. Text communication is facilitated by your **Author Success Coordinator**, and used for informal communication like encouraging texts and links to keep you motivated! Lastly, phone communication is reserved for you and your **Streamline Writer** on interview calls.

## AUTHOR LAUNCH CALL

**In terms of “beginning with the end in mind”, consider your Author Launch Call** that will take place at the end of your book-writing process. The reason we want to remind you of your Author Launch Call is this: don’t plan any “launch party” or tell others about a “book release date” until we have your Launch Call scheduled, and you know your book is ready to share with the world!

## HAVE FUN!

**At Streamline, we have five core values.** The first four are more professional in nature (We Speak Truth, We Pursue Excellence, We Prioritize Communication, We Build Trust), but the fifth is **We Have Fun**. And we want this process to be enjoyable for you as well! If you take the items on this list to heart, we’re confident you’ll have fun, your team will have fun, and you’ll end the process with a book you want to share with the world. Let’s go!

