

One-On-One Book Coaching — to Birth Your Book, Your Way

The Publishing Prep School’s One-on-One Book Coaching Program is designed to get and keep you on track from start to finish with your book project. There are dozens of questions to be answered along the journey to becoming an author. We can answer those and most other questions that pop up as you move from “brainchild” to “bestseller.” You alone define what success means for you, but you don’t need to travel solo. We can help. In addition, book coaching can help save you money, time, and frustration. In many cases, book coaching can be deducted as a professional business expense.

Objectives of Book Coaching with Publishing Prep School (PPS):

The primary goal of our book coaching program is getting the book out of your head and onto paper, and then developing a manuscript ready and suited for publication, for submission to literary agents and publishers, or even publishing the book yourself. This program is customized to meet your needs, schedule, and budget. After an initial complimentary 15-minute consultation by phone or in person to discuss your book idea, where you are in your writing process, and what needs you have for completing your book, you will partner with your own personal book coach to:

- Define the scope of your book project
- Organize and map out the process and materials needed for your book
- Establish accountability benchmarks according to your own schedule and work style
- Submit pages, chapters, or sections of your book to your coach for comments and editing
- Opt to combine writing with TPI’s unique Tell-A-Book™ program
- Work through emotional challenges with your materials and/or the prospect of becoming a published author
- Discuss the technical and legal aspects of your work
- Determine the market(s) for your book
- Brainstorm a great title
- Produce a manuscript ready for publication or submission to literary agents and publishers.

Any information shared with your book coach is, of course, treated with utmost confidentiality. Your coach would also be happy to sign a non-disclosure agreement prior to discussing your book idea.

Book Coaching Guidelines / Agreement

Coaching Sessions:

The coaching session is considered to begin at the pre-arranged time. We will work around scheduling conflicts as necessary and make every effort to accommodate your scheduling needs. Together, we will determine the amount of time that should be allocated to writing, reading, editing, and commenting on your materials.

Changes to Session Times:

Coaching sessions may be rescheduled only if you provide at least 24 hours' notice. Missed sessions with less than 24 hours' notice will not be rescheduled and will count as one session.

Please do not request to reschedule a session due solely to lack of preparation for a session (see below). If you hit a block, please call or email immediately. In a few minutes, we should be able to assess your situation, find ways around your blocks, or change your actions as appropriate to your circumstances so that we can accomplish the goals we established during our first session.

No Guarantees Given:

Your book-writing goals are yours. The purpose of book coaching is to facilitate your work on those goals. The Publishing Prep School coaching program cannot guarantee or warranty that such coaching will work for you in your particular circumstances, though we commit to giving it our best effort.

Preparation for Sessions:

You agree to complete all actions or assignments to which you have committed in each book coaching session. If you cannot accomplish this, contact us by phone or email as soon as you realize that you are unable to complete all actions. Together, we will look at your options.

Please email your assignment or an update of your actions to info@publishingprepschool.com at least 48 hours before each session. We will also get back to you any comments on materials you have sent within 24 hours so that you may comment or prepare for our session. Before each session, take a few minutes to review your progress and think about what you would like to get out of our book coaching session.

Between Sessions:

If you feel stuck or challenged between sessions, please do not struggle alone. You can reach your coach at (414) 486-0653 (office) or (608) 576-9747 (cell) to either set up an appointment or do an express 5-minute coaching session if your coach is available. Your coach is also available by email and will respond within 24 hours to all emails and voice mail messages unless you are notified that we will be unavailable for a longer period of time.

Problems:

If anything occurs during a book coaching session that concerns you or doesn't feel right, please inform us right away. It is important to have a safe, open, authentic, and trusting partnership. Writing a book is an extremely intimate process and almost every author experiences periods of fear, as well as periods of elation.

Confidentiality:

Depending on the type of book you're writing, you may share personal information you're your coach. This information will never be disclosed to any third party, barring court order. All written materials sent by mail or email fall under your copyright and will never be used, published, or shared without your consent.

Duration of this Agreement:

Your personalized book coaching program will continue from month to month as long as we both continue to find value in the book coaching relationship.

Book Coaching Sessions and Fees:

You are committed to your project, and so is Publishing Prep School. To ensure that you achieve the greatest impact for your efforts, and yet have the flexibility to proceed at your own speed, we generally work on a month-to-month basis. Fees include time spent with you in person, editing and preparing written materials (in MSWord, sent from and returned to you via email), market research, and other services that will support your moving forward quickly and easily on your book project.

Monthly fees are payable on your anniversary date and are non-refundable (for instance, if you miss a session without prior notice for rescheduling). Publishing Prep School accepts payments by check or money order (payable to Publishing Prep School), Visa, and MasterCard. Checks not honored by our bank will incur a \$37 fee.

Options:

- A. **By-the-Hour Custom Book Coaching:** You and your book coach will discuss any questions you might have about your book. This might include mapping your book project, review of manuscript, editing, development of a marketing plan, the business side of being an author, and other areas you would like to focus on for your book. \$125 per hour.
- B. **Five-Hour Custom Book Coaching Package:** You set the agenda. This package can include mapping of book project, review of manuscript, editing, development of a marketing plan, and other areas you would like to focus on for your book. \$450 (save \$175 with this package), payable in advance and non-refundable.
- C. **12 Week Coaching Package:** This package includes an initial 60- to 90-minute session to map out your book, determine the “who, what, when, where, why, and how” of your book, and your timeframe. You and your coach will also schedule four weekly 45-minute phone sessions per month at that time. This package also includes a Build-A-Book kit and up to two hours of review, editing, and email correspondence per month, for a total of 6 to 7 hours of coaching support per month. \$1,450 when paid in full (save \$170) or in installments of \$450 per month.

D. **12 Week Tell-A-Book™ Coaching Package:** This package includes an initial 60- to 90-minute session to map out your book, determine the “who, what, when, where, why, and how” of your book, and your timeframe. You and your coach will also schedule four weekly 45-minute Tell-A-Book™ phone sessions per month at that time. This package also includes a Build-A-Book Kit and up to two hours of review, editing, and email correspondence per month, for a total of 6 to 7 hours of coaching support per month. \$1,450 when paid in full (save \$170) or in installments of \$450 per month.

Beginning date: _____ Ending date: _____

Client's Name

Client's Signature

Date

Contact Information:

Kira Henschel
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**Book coaching sessions are held in person,
by telephone, or Skype, with e-mail support.**

Call-in number:
(414) 486-0653 (office)
(608) 576-9747 (cell)
Fax: (262) 565-2058
Email: info@publishingprepschool.com

One-on-One Book Coaching Information Sheet

(Please complete and send or fax back to Publishing Prep School, 262-565-2058)

Date: _____

Author: _____ Tel: _____ Birthday: _____

Address: _____

Email: _____ Mobile: _____ Fax: _____

Personal work style / preferences: _____

- Book Coaching Option:** 1 hour (\$125) 12-Week Package (\$ \$1,450 or 3 installments of \$450)
 5-hour package (\$450) 12-Week Tell-A-Book™ Package (\$1,450 or 3 installments of \$450)

Book / Project Information:

Working Title: _____

Subject matter: _____

Target readership: _____

Comparable books: _____

Why do you want to write this book? _____

Why do you feel you're qualified to write this book? _____

What are your expectations of book coaching and having a book coach? _____

What would you consider successful for yourself as an author?
For your book? How do you measure success? _____

Comments / things you feel I should know about you and your project: _____