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StudioGraphia Ghost Writing Needs Assessment

In the briefest terms possible, what is your book about? Think “elevator pitch.”

What kind of book do you want to write? What genre and format do you prefer?

Where will the project be published? (Traditional paper book, e-publication, screenplay, etc.)

Why do you want to write this book? Why now?

Why do you want a ghostwriter or co-author for your book? Which would you prefer?

What kind of publisher do you hope to be working with? Do you want to sell your book to a traditional publisher, or self-publish it with a print-on-demand service, or oversee the entire production process yourself?

How much content exists currently? (Do you need everything from scratch?)

Who is the target audience for the project?

Why will this audience want to read the story?

What are some titles/works that are out there that are similar to your project?

What is the timeline for the project? When do you want the book to be finished?

When are the waypoint deadlines or progress checks?

Who is the primary contact person/final decision maker? Please list all relevant contact information.

What is the best method and time for communication about the project?

Do you have a secondary contact person, or anyone else who needs to be kept apprised of progress? Please list all relevant contact information.

What format(s) do you require/prefer for content submission?

What potential problems might arise with this project?

Describe the process you envision for creating this book. How would you like to collaborate with a writer?

What special needs do you or this project have?

How would you describe the value this project holds for you?

(For example: No big deal; it's an experiment. It's a luxury I'm indulging in for my own sake or for my family. This is essential to me; the story must be told.)

What is your project budget?

Who will own the intellectual rights to the finished project?

Will this project need to be updated or revised at some point?

How will you measure the success of this project? How will you determine your return on investment of time, energy, money, etc?

How will you be making your payment? When will you pay?

What questions or concerns do you have about the ghostwriting process?

Where did you find out about StudioGraphia?

Elements Included in a Typical Ghostwriting Letter of Agreement

Goal/purpose of the work.

Methods for working together.

How will you get the information to your writer?

- A series of face-to-face meetings?
- Provide drafts in Word?
- A series of recorded telephone calls with transcriptions of the conversation?
(Transcriptions are the responsibility of the client. We can provide referrals for this service.)

Ownership/copyright.

The client/author owns everything including ancillary products, original material, copyright on the work, the writer's notes, transcribed interviews, and all the materials involved in creating the project in perpetuity.

Net profit sharing percentage, if applicable.

For example, you may choose to share, say, 10% of the net profits from the sale of the book with your writer.

Confidentiality/non-disclosure.

The writer should agree to hold the information the client provides in confidence. You may want to make sure a non-disclosure agreement is included as soon as you start working with the writer.

Payment and payment terms.

How much will you pay your writer, and when?

- \$x per chapter?
- One third up front, one third midway through the project, final payment due upon receipt of final draft?
- \$x a month until the project is completed?

The pace of the work/responsibility of each party.

How much time per week do you expect your writer to devote to the project?

How much time per week can YOU devote to the project?

Your writer should provide a specific list of the things she needs you to do: provide all necessary information, read and comment on what the writer writes, offer corrections and suggestions, etc.

Escape clause.

It's important for both you and the writer to have a graceful way to get out of the contract if the collaboration isn't working. The contract can be amended by mutual agreement or canceled by either party with 14 days' notice in writing. Don't try to force the work if it isn't working. Don't set it up so that you end up in court over your creative project.

Thank you for considering StudioGraphia for your writing and editing needs!