



# Post-Acute Triumphant TBI Stories Collaborative Book Project

## Timeline May - December 2021

### May

- Initial strategy session with collaborative partners
- Begin sending invitations to potential authors
- Begin gathering contact information for TBI non-profits
- Creation of all documents and materials
- Create project landing page on Green Heart Living Press website

### June

- Strategize and initiate plan for reaching out to organizations for potential authors
- Begin accepting applications
- Begin reviewing applications as they are received
- Send welcome packet to authors as they are selected

### July

- Continue accepting applications
- Continue reviewing applications as they are received
- Send welcome packet to authors as they are selected
- Continue accepting applications - due by Friday July 16
- Liz begin holding one-on-one guiding calls with authors
- Team meeting on Tuesday July 20 at 3pm EDT to make final decisions on author application
- Select and notify final authors and send welcome packet by Wednesday July 21
- Welcome meeting for authors Tuesday July 27 at 3 pm EDT

### August

- Authors begin or continue writing their chapters



## September

- Continue guiding calls held between authors and Liz
- Second meeting with authors September 14 at 3pm EDT
- First Draft due by September 30

## October

- First round of edits done by Green Heart Living Press by October 8
- Marketing meeting held between Colleen Brunetti and HobbleJog
- Book cover complete and ready for publishing and marketing purposes
- Third meeting with authors October 12 at 3pm EDT
- Final Draft Due by October 31

## November

- Fourth meeting with authors November 9 at 3pm EST
- Green Heart Living formats books, completes second round of edits
- Complete manuscript shared with authors for review/approval by November 13
- Authors review e-proof November 13 & 14
- Authors submit edits/changes by November 14
- Green Heart Living incorporates edits November 15-19
- Order paperback proof by Monday, November 22
- Green Heart Living receive and review proof for edits
- Green Heart Living makes edits, orders additional proofs if necessary

## December

- Ebook formatted
- Book Launch Meeting held December 7 at 3pm EST
- Book Launch Week: Pre-launch Friday 12/10 - Monday 12/13; Official Launch: Tuesday 12/14
- Book Launch Party: TBD