



# **Post-Acute Triumphant TBI Stories Collaborative Book Project**

## **Timeline**

**May 2021 - March 2022**

### **May 2021**

- 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 2021**

- 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 2021**

- Continue accepting applications
- Continue reviewing applications as they are received
- Send welcome packet to authors as they are selected

### **August 2021**

- Continue accepting applications
- Continue reviewing applications as they are received
- Send welcome packet to authors as they are selected



- Authors begin or continue writing their chapters

## **September 2021**

- Continue accepting applications
- Continue reviewing applications as they are received
- Send welcome packet to authors as they are selected
- Begin guiding calls held between authors and Liz
- Authors begin or continue writing their chapters

## **October 2021**

- Continue accepting applications until October 15
- Continue reviewing applications as they are received
- Send welcome packet to authors as they are selected
- Final decisions on authors to be made by October 31
- Authors begin or continue writing their chapters
- Guiding calls continue to be held between authors and Liz

## **November 2021**

- First meeting with authors to be held - November 9 at 3pm EST
- Authors continue writing their chapters
- Guiding calls continue to be held between authors and Liz
- First drafts due by November 30

## **December 2021**

- Second meeting with authors to be held - December 7 at 3pm EST
- First round of edits done by Green Heart Living Press by date December 15
- Book cover complete and ready for publishing and marketing purposes

## **January 2022**

- Marketing meeting held between Colleen Brunetti and HobbleJog
- Third meeting with authors to be held - January 11 at 3pm EST
- Final drafts due by January 15



- Green Heart Living completes & incorporates second round of edits

## **February 2022**

- Fourth meeting with authors February 8 at 3pm EST
- Green Heart Living formats book
- Complete manuscript shared with authors for review/approval
- Authors review e-proof on February 12 & 13
- Authors submit edits/changes by Feb 13
- Green Heart Living incorporates edits by February 18
- Green Heart Living orders paperback proof
- Green Heart Living receive and review proof for edits
- Green Heart Living makes edits, orders additional proofs if necessary

## **March 2022**

- Ebook formatted
- Book Launch Meeting held TBD
- Book Launch Week: TBD Pre-launch TBD; Official Launch: TBD
- Book Launch Party: TBD