

**The great thing about telling and preserving your story is that the process, as well as the finished product, is immensely rewarding—and a lot of fun!**

## **Free No Obligation Consultation**

It all begins with a free, no obligation consultation where we explore the proposed project together and get to know each other. We do a lot of listening as you talk about your ideas and how we can possibly help you. Together, we discuss options and try and get an idea of what the project will entail and if we're a good fit for each other. Will you be comfortable working with us?

## **Letter of Agreement**

Following a request from you, we prepare a quote, or Letter of Agreement, for the manuscript portion of the project. This describes the project, the services we will provide, a schedule, and a full, all-inclusive fee.

We prefer charging by the project, rather than on an hourly basis, as it ensures that there are no surprises for you or for us. The fee is firm, includes all revisions, and will not change unless you change some significant aspect of the project. We also guarantee to work until you are satisfied.

## **Interviews**

We then schedule a series of audio-recorded interviews with you. Prior to the first session, we send you a number of memory-jogging questions and exercises. We also ask you to gather relevant photos and memorabilia, as these evoke powerful memories.

The interviews, which are relaxed and informal, usually take place at a location free from distractions and where you feel comfortable, such as your home or office. The interviewer sets you at ease and then poses questions that are carefully designed to stir up your memory and get you talking! The more you talk, the better the interview. Our interviewer is a good listener! The recording equipment is unobtrusive, yet picks up everything you say.

Generally speaking, a complete life story takes between eight and twelve hours of interviews. Typically, interviews are from one to two hours in length and spaced about a week apart. This gives you time to preview and reflect on the questions for the next session.

Ideally, the story-telling process should not be rushed. Some compare it to peeling back the layers of an onion—as you engage in it, you dig down through layers of memories, uncovering things long forgotten. This takes time and if not rushed, makes for a better, more authentic, finished product.

## **Transcribing**

A professional transcriptionist then transcribes the tapes word for word. If you wish, these transcripts can be made available to you. By prior agreement, we can also provide you with a set of CDs containing the audio recording of the interviews.

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***You have a story. We can help you tell it.*** \_\_\_\_\_ 1

## Research and An Outline

We complete any necessary research, gather supplementary documents, conduct any other interviews, and then prepare a detailed outline of the project for your approval. This includes basic chapter breaks and overall themes.

## Editing and Revising

We then go to work on the transcript of the interviews, organizing and crafting it into a polished, readable, and engaging narrative that retains your voice and character. It is you talking to the reader without the distracting “umms” and “uhhs.” If necessary, we weave in extracts of documents and interviews from other participants as well as research material, which often provides background information about the times in which the events took place.

Once the draft is complete, we submit it to you to read over and make changes and suggestions. We complete your revisions and submit it again—until you are satisfied. After a final proofreading, the manuscript is finalised and we move to the second phase of the project—designing, printing, and binding the book.

## Photos, Memorabilia, and Book Design

At this point we discuss with you the different possibilities for publication. What photos and memorabilia will you include? What dimensions will the book be? What kind of paper and cover? Does the book need a cover designed? How many copies will you need? Will they be hardbound or softbound?

We then prepare a second Letter of Agreement for you that covers all remaining services and costs. Again, the fee is all-inclusive and your satisfaction is guaranteed.

We work with you to choose the photos and other memorabilia that you would like to include and then we help you write their captions. Our book designer scans them, retouches the photos if necessary, and places them in the manuscript. He then prepares a number of customized book and cover designs for you to look over and choose from. Chapter divisions are finalised, a Table of Contents and credit page is created, an ISBN is assigned, and the formatted manuscript, or preliminary page proofs, is presented to you for approval.

## Printing and Binding

Once the design is finalised and approved by you, we coordinate with a printer to ensure that the book is printed and bound according to your specifications and delivered to your door! Mission accomplished!

**Do you have a yearning to tell your story?** If so, give us a call toll free at 800.864.9152 or email us, and we can discuss your ideas in a free, no-obligation consultation.

Lifewriters.ca

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*You have a story. We can help you tell it.*

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