

AUTHOR'S BETA READER PREPARATION WORKSHEET

Finding Your Ideal Beta Readers:

- **Target audience:** Identify your book's genre and target reader demographic. Seek beta readers who enjoy this genre and fit your ideal reader profile.
- **Online communities:** Explore writing communities on sites like Goodreads, Scribophile, Absolute Write, or even social media groups dedicated to beta reading.
- **Local connections:** Consider book clubs, writing workshops, or friends who are avid readers in your genre.

Sample Beta Reader Application

Thank you for your interest in beta reading!

To help us find the perfect match for our manuscript, please answer the following questions.

About You:

- **Name:** _____
- **Email Address:** _____

Reading Preferences:

- What genres do you enjoy reading the most? (Select all that apply)
 - ☐ Science Fiction
 - ☐ Fantasy
 - ☐ Mystery/Thriller
 - ☐ Romance
 - ☐ Historical Fiction
 - ☐ Contemporary Fiction
 - ☐ Young Adult
 - ☐ Non-Fiction (Please specify)
 - ☐ Other (Please specify)
- How often do you read? _____

- Are you comfortable providing detailed feedback with specific examples?

☐ Yes

☐ No

Beta Reading Experience:

- Have you participated in beta reading before?

☐ Yes

☐ No

- If yes, briefly describe your previous experience (Genre, format, etc.)

Availability:

- Are you currently available to take on a new beta reading project?

☐ Yes

☐ No

- Approximately how long would it take you to read a manuscript of *[word count]* words and provide feedback? _____

Additional Information:

- Is there anything else you'd like to tell us about your reading preferences or beta reading style?

Thank you for your time!

We will be in touch shortly if your profile aligns with the needs of our current project.

Choosing Your Beta Readers:

- **Diversity:** Select a mix of readers with different perspectives and backgrounds.
- **Engagement:** Look for enthusiastic readers who provide thoughtful feedback on previous beta experiences.
- **Communication:** Choose readers who are comfortable communicating clearly and meeting deadlines.

Beta Reader Timeline and Expectations:

- **Manuscript completion:** Ensure your manuscript is polished and free of major errors before sending it out.
- **Distribution:** Set a clear deadline for beta readers to receive the manuscript.
- **Feedback turnaround:** Provide a realistic timeframe (4-8 weeks) for them to submit their feedback.
- **Communication:** Encourage ongoing communication and answer any questions they may have.

Presenting Your Manuscript:

- **Manuscript format:** Use a professional and easy-to-read format (e.g., standard font, double-spaced PDF).
- **Cover letter:** Include a brief introduction to the story, your goals for feedback, and any specific areas you'd like them to focus on.
- **Feedback instructions:** Provide clear guidelines on how they should deliver their feedback (e.g., online comments, separate document).
- **Thank you:** Express your gratitude for their time and effort.

Additional Tips:

- **Offer an incentive (optional):** Consider a small thank-you gift (e.g., signed copy, gift card) for their valuable feedback.
- **Prepare for mixed reviews:** Be open to constructive criticism and remember not every suggestion needs to be implemented.
- **Maintain professionalism:** Treat your beta readers with respect and value their insights.

By following these steps, you can build a strong relationship with your beta readers and gain valuable feedback to improve your manuscript before publication.