

Suggested Time Schedule – 9.5 hours

8am	Receive the parameters for the story. Imaginary worlds are permitted but the story must be set in Australia or be identifiably Australian. <i>Tip: Don't forget the story needs to be appropriate for a 10-16 year old reader.</i>
8 – 8.30am	Map out the characters; make them interesting, describe their appearance, describe current state of mind, their interests, their dreams for the future, where they live, give them a family and map those too. Illustrator starts sketching them as you talk.
8.30 – 8.45am	Draw a rough map of the setting; describe the location, the time of the year, the vegetation, the buildings, the scenery, if your story is set in a magical world what does the magic do?
8.45 – 9am	Make up the plot around the issue and how it is resolved. Start with something that disturbs the status quo. It might be a problem or conflict(s). Determine the solution and ending.
9 – 9.30am	Break the story into chapters and allocate a chapter to each person. Every chapter should have some excitement – create tension.
9.30 – 1pm	Write the story. Check the manual for your division's minimum and maximum word counts (do not go over your word limit or you will be disqualified). If you get writers block, seek ideas from others in the team.
1 – 1.30pm	Lunch. Read your story aloud from beginning to end while having lunch. Identify major inconsistencies.
1.30 – 3.45pm	Editing. Recommend two team members start with macro editing, ensuring the chapters flow together and create a consistent story. They then look at punctuation and grammar. Check for consistency in headings, fonts. Illustrator(s) to work on the front and back covers. Remember, it's a children's book so include lots of pictures. Another team member should be allocated to complete the copyright notice, dedication, back page book review.
3.45 – 5pm	Put the book together. Scan illustrations and add them into the book. Superimpose information onto front and back pages, don't forget to include a blurb! Do final editing. Include the Parameters Form.
5 – 5.30pm	Team Coordinator to upload the digital version of your book as a PDF and plain text file to writeabookinaday.com (or email to info@writeabookinaday.com). Congratulate yourselves for writing a book in a day!