



LIGHTHOUSE
WRITERS WORKSHOP

Portfolio Plus Agreement

The task of the Portfolio Plus review is to provide substantive, inspiring, and constructive feedback, to aid Portfolio Year (PY) writers in the revision process and/or further development of their project. This agreement details the roles and responsibilities of both the PY reviewer (often the mentor to the PY mentee) and the PY mentee in each Portfolio Plus arrangement.

General Remarks on Manuscript Feedback

Manuscript feedback takes the form of a professional-level developmental edit. This kind of feedback speaks to the manuscript's structure, characterization, voice, and other big-picture concerns, and does not include a copy edit or proofread of the manuscript. PY reviewers will provide both a rigorous analysis of the work and constructive suggestions for revision. Whether or not the writer agrees (at first) with these comments, the writer should take the time to consider the suggestions with the same care that the reader took while assessing the manuscript. It can be easy for a writer to become discouraged if they expect *only* validation of the work completed, and the first impulse might be to dismiss the mentor's concerns or suggestions as somehow misguided or the result of inattentive reading. We recommend instead taking time to consider whether and how the feedback can help you see new possibilities in your material.

The portfolio review is a major undertaking, and the PY reviewer will be available to answer questions, help the writer consider alternative approaches, and work with each writer to set a course for revision or further development.

PY Mentor/Reviewer Guidelines

- The PY reviewer and PY mentee will mutually determine a date on which the manuscript is due and a general sense of when the writer can receive their feedback. Upon receiving the manuscript on the agreed-upon date, the PY reviewer will read it in its entirety and respond within the time frame given in the agreement.
- The PY reviewer will send the mentee a written letter of response, several pages long. Exact length will vary depending on project length and level of development, but five to ten double-spaced pages is typical. This letter might be broken down chapter by chapter, section by section, piece by piece, or by major craft element, depending on the needs of the manuscript.
- Feedback will also include light comments on the page (electronic or physical), pointing out examples of issues brought up in the letter, or merely responses to the work itself. The PY mentor may also point out stylistic issues for the writer to consider addressing in the future.
- These notes and comments are intended to **teach, not proofread or edit**. This read does not include copyediting or proofreading; comments on the page will address larger and smaller issues brought up in the overall letter of response. The PY reviewer will strive to encourage the writer to address these issues rather than "fix" them each time they arise.
- Once the mentee receives these comments and the annotated manuscript from the mentor, the two will work together to schedule a meeting to discuss the critique in a way that is

convenient for both parties (usually by Zoom). This meeting should be at least one hour long. The reader is not expected to re-read any part of the manuscript or any revisions unless further arrangements are agreed upon.

PY Mentee/Writer Responsibilities

- The writer will submit their project on the mutually agreed-upon due date. PY reviewers are often balancing several different teaching responsibilities and will have scheduled their time to make room for the Portfolio Plus read.
- The manuscript should be as clean as possible: grammar-checked, spell-checked, and edited by the mentee. It should be double-spaced (if prose), paginated, and as complete as the writer can make it. The manuscript should be submitted via agreed-upon format: for example, a Google Doc, a .doc or .docx (MS Word document), etc., to enable the mentor to use Track Changes/recommend changes if desired.
- The writer will carefully read the instructor's feedback, digest it, and ask considered follow-up questions at their 1-1 review meeting.
- Based on this feedback and the writer's own vision for the project, the writer will form a revision plan that is ambitious but feasible, with reachable deadlines, either on their own or with help from the mentor during their follow-up meeting.

Pricing and additional pages:

Pricing is tiered as shown on the final page of this document.

For those selecting Tier 3 (see below): Material with a word count above the third tier limit will be billed separately at a rate of \$110/hour. (For example, if a writer submits 85,000 words and the additional 10,000 words take the reviewer four hours, the additional fee would be \$440.)

Adjustments: Each PY reviewer/mentee relationship is by design unique, and some adjustments may be made to best help the writer with their particular manuscript. It's essential that the PY reviewer and the writer have an open, clear conversation about expectations and communication before this process begins. If both parties decide to alter the structure of the feedback process, the end result must equal the amount of work listed above. In order to be fair to both writers and readers, new and unexpected tasks won't be permitted.

Notes: Portfolio Plus reads are for educational and developmental purposes only. Your mentor will provide some comments in the margins, but will not line edit or proofread the work in its entirety.

If at any point you wish to adjust the deadline, it can be adjusted only if your PY reader is able to adjust as well. Otherwise, you'll need to meet the initial deadline, even if your draft is not in the shape you wish it were. The same holds true if you need to upgrade to a higher Tier 2, Tier 3, or Tier3+.

Similarly, because your PY reader has scheduled you into their workload, they have already budgeted for the time spent and compensation expected, so **we therefore offer no refunds once you've signed and purchased your agreement.** And while you can upgrade to a higher tier if your reviewer approves it, you cannot downgrade to a lower tier for similar reasons.

Finally, if a conflict arises that you and your PY reviewer cannot work out on your own, you can reach out to the program director for resources and assistance.

I have read and agree to the Notes and Adjustments above: _____

Mentee Initials

Name of Writer:

Name of Reviewer:

Genre of Project: Fiction Nonfiction Poetry Hybrid

Estimated number of words (prose writers) and pricing tier (1/2/3/3+):

Project length (prose*) and pricing tier:

Tier 1: up to 25,000 words (approx. 100 pages): \$1,150

Tier 2: 25,001–50,000 words (up to approx. 200 pages): \$2,300

Tier 3: 50,001–75,000 words (up to approx. 300 pages): \$3,450

Word counts exceeding Tier 3 = Tier 3 + hourly rate of \$110/hour

*Pricing for screenplays, plays, and poetry manuscripts will likely fall under the Tier 1, regardless of pages/word count, but variations will be assessed on an individual basis.

Firm Due Date, Writer to Reader:

Estimated Return Date, Reader to Writer*:

*Please schedule the follow-up meeting (in-person/Zoom/phone call) when the reviewer provides feedback to the writer, to take place within 2-4 weeks of the feedback delivery date.

I agree to the above terms:

Portfolio Year Mentee

Date

Portfolio Year Reviewer

Date