

# Application for Travel Writing Channel Lake, Inc.

## Page One

For all persons interested in writing under contract for Channel Lake, Inc., please fill out this application, sign and date it, and submit it to the address on Page Four, along with any requested supplementary materials. If you have questions about this form, please send an email to [jobs@channellake.com](mailto:jobs@channellake.com).

### PART I – APPLICANT INFORMATION

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Full Name (Last, First)

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Street Address

(Apt #)

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City

State

Zip

Tele #

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E-Mail Address

*(Your personal information will only be used in connection with your application for the contract stated in **Part II.**)*

### PART II – CONTRACT INFORMATION

**For which writing contract, offered by Channel Lake, Inc., are you applying?** Please write the travel destination for which you are applying.

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**Are you currently under contract with another publisher?**

**YES / NO**

If YES, please explain the nature of the contract: \_\_\_\_\_

**Do you have *any* obligation(s), contractual or otherwise, that might prohibit or limit your legal ability to work under contract for Channel Lake, Inc.?** This may include staff writing on a salary, employment at a publishing company, a work-for-hire contract, or other conflict of interest. **YES / NO**

If YES, please explain: \_\_\_\_\_

**Are you over age 18 and legally allowed to sign a contract?**

**YES / NO**

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**PART III – EXPERIENCE**

Please provide information about your prior experience. Include the publication's name, publishing company, media (book, magazine, web site), and the name of your editor or publisher. *If you authorize Channel Lake, Inc. to conduct a reference check, please write "REF" next to their contact info.*

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<b>Job/Work Title</b>	<b>Publication/Publishing Company</b>	<b>Media</b>
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<b>Editor/Supervisor</b>	<b>Supervisor's contact (email or phone)</b>
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<b>Job/Work Title</b>	<b>Publication/Publishing Company</b>	<b>Media</b>
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<b>Editor/Supervisor</b>	<b>Supervisor's contact (email or phone)</b>
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<b>Editor/Supervisor</b>	<b>Supervisor's contact (email or phone)</b>
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**PART IV – ROYALTIES**

Channel Lake, Inc. pays royalties to its authors for each copy of their book sold, based on a percentage of the book's retail price. Additionally, Channel Lake, Inc. pays a royalty advance to its authors before the work is published. The advance must be paid back with royalties before any additional royalties are paid to the author. Please complete the following:

**"I would like to receive \_\_\_\_\_ % of the book's retail price for each copy sold,  
plus a royalty advance of \$ \_\_\_\_\_ USD prior to the book's publication."**

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Channel Lake, Inc. wants to know about your plans for researching, writing and promoting your work. Please answer the questions on this page to the best of your ability. Attach a separate sheet(s) if necessary.

**PART V – SCHEDULING**

**What is the due date of this project (see the Job Description)?** \_\_\_\_\_

**Will you be able to complete this project on time?** **YES / NO**

If NO, what is your ideal due date: \_\_\_\_\_

**When will you visit the destination to conduct your research?** \_\_\_\_\_

**PART VI – RESEARCH**

**How do you plan to research your work for the contract for which you are applying?** Please describe the way you will organize and conduct your research, including online research, interviews and personal visits. If you have a proposed research schedule, please include it as well.

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**PART VII – PROMOTION**

**Once your work is published, how do you plan to promote it?** Describe what you will do to create public awareness of your work. Include your publicity plans, connections you have with media personnel, online promotional plans and viral marketing, etc.

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**Page Four**

**PART VIII – PRIOR KNOWLEDGE OF DESTINATION**

**How well do you know the destination for which you are applying?** Please circle the most appropriate response: (1 = very little, 10 = extremely well/I live there):

1      2      3      4      5      6      7      8      9      10

**Explain your answer:** \_\_\_\_\_

**Approximately how many times have you been to this destination, if any?** \_\_\_\_\_

**PART IX – TRAVEL AND EXPENSES**

Travel writing incurs certain efforts and expenses related to travel. Please answer the following questions about your plans to travel to and within this destination.

**Do you live within 50 miles of this destination?** YES / NO

If NO, how will you get there? \_\_\_\_\_

**Will you be requesting reimbursement of some travel expenses?** YES / NO

If YES, please attach to this application a general budget proposal. Please specify in the proposal your approximate transportation costs, accommodation costs, dining costs, admission costs, etc. Also indicate, if applicable, which costs you expect Channel Lake, Inc. to reimburse.

**PART X – RESUME AND SAMPLE**

Please attach to this application your resume and a sample of your best *published* work, totaling **3,000 – 4,000 words**. The samples should reflect your ability to write travel, how-to, and/or nonfiction.

**PART XI – SIGN AND DATE**

*“I, the undersigned, whose name and address are stated in Part I, attest that the information on this application is true and complete, to the best of my knowledge and ability.”*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PART XII – SUBMIT APPLICATION**

Send the completed application and all supplemental materials to:

**Channel Lake, Inc.  
P.O. Box 1771  
New York, NY 10156**