

PROMOTION ORGANIZER

AUTHOR: _____

EMAIL: _____

Book title: _____ Genre(s): _____

Promotion: Interview | Giveaway | Excerpt | Guest Post More Specifically: _____

Post topic _____ Target Publication Date: ____ / ____ / ____

SPECIFIC INFORMATION

Are you receiving a book? Yes | No

Have you received the book? Yes | No

What format: PDF | Kindle | Print

With who are you conversing: Agent | Author

Purpose: Blog Tour | Promotion

TRACKING PROGRESS

Graphics: Finished | Not doing them

The post is: Received | Not received

The post is: Formatted | Not formatted

The post is: Scheduled | Not scheduled

Social Media is: Scheduled | Not scheduled

WHAT YOU DO

WHAT HE/SHE DOES