Template for Editor-Ready Brief

Get your document ready for an editor to review and finalize quickly.

Use this brief alongside your writing style sheet for maximum impact.

Purpose & Audience

Why are you writing this?

- Decision or action the reader should take _____
- What must stay vs what can change _____

_____

Document Type

Is this a memo, a proposal, handout, slide deck, email series, etc_____

Context for the Editor

Where and how will this document be used? _____

Why does this document matter right now? _____

Anything you want the editor to prioritize based on context? _____

_____

Non-Negotiables (Must Stay)

Any facts, sections, or wording that must remain unchanged: _____

_____

Constraints

Tone, formatting, references, approvals, etc._____

_____

Supporting Materials

Include any files, links, or context the editor needs.