

Requirements for Participation in the SLWG Freelancers Program

1. You must be an active SLWG member in good standing to be eligible to list yourself as a SLWG freelancer.
2. Your freelance qualifications must be substantiated by a professional work history, which is supported by a resume and references, or by a client list and work samples, or both.
3. At least some of the freelance services you offer must be relevant to the mission of SLWG--services that support, connect, or promote *writers*. Writing, editing, website design, graphic design, small business accounting, etc., are all typical services used by writers so they qualify.
4. You must agree to service writers if requested to do so and if you're able to provide the services they require. You must also agree to discount your ordinary service fees for SLWG members by at least 10%. This will encourage SLWG members to utilize the services of its members.
5. If a prospective client seeks services that you do not or cannot provide, you agree to make referrals to SLWG members whenever possible. We want to encourage members to help each other.
6. You must provide the services that you market on the SLWG website yourself. If you are a business owner, you may use others to assist you, but you must be the principal contact for the client and you must personally perform some of the work. You may not promote yourself as an employee of a business you do not own or co-own.
7. If asked, you must agree to participate actively in the SLWG Professional Services freelancers group to help develop the effort and promote it. Volunteer assistance is necessary to develop, maintain, and promote this program. Opportunities will be announced from time to time.
8. You must agree to charge reasonable fees for your services. It is recommended that your fees be supported by an industry source, such as Writer's Market or MediaBistro's wage survey for professional writers, or some other source for the types of services you provide.
9. You must have a daytime phone number and email address for prospective clients to use to reach you and you agree to respond to all inquiries promptly (ideally within 1 business day). You also agree to make arrangements to ensure that timely responses are provided when inquiries come in during your vacations, etc. If you cannot fulfill a job request, you will still respond to the prospective client as a courtesy.
10. You must submit a 150-word biographical paragraph for the SLWG website that begins with your name and includes the following information in the following order: (1) Relevant education and work history, including publications, accomplishments, awards (Do not include client names; instead offer references and work samples on request) (2) Professional service offerings (3) Contact information, including, at minimum, a daytime telephone number and an email address. This information will be subject to edit. Please submit your bio to freelance@stlwritersguild.org

Questions? Contact us at: freelance@stlwritersguild.org