



# CHELA HARDY

## VIRTUAL AUTHOR & SPEAKER ASSISTANT

My administrative background and a love affair with words—both their written and spoken power—have taken my career down a path that absolutely makes sense: working with authors, many of whom are also speakers who use their books as a way to grow their businesses through speaking engagements, course delivery, and workshop facilitation. As a Professional Virtual Author & Speaker Assistant since 2010, I am armed with a very specific set of services to support publishing companies that may need, even temporarily, an extra set of hands to handle a few of the many To Do List items that come with launching an author's book.

*How can I help your company?*

571-252-9824

Website:  
AuthorAndSpeakerServices.com

Email:  
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# Author & Speaker Services

BY ASKCHELA

Virtual assistance of as few as *five* hours a month!

## SAMPLE SERVICES

### Author Support

- Upload print/ebook files to IngramSpark, KDP, IPG, etc.
- Create/maintain Amazon Author Central presence
- Assist with virtual book tour and live book event tasks
- Assist with reading, evaluating, and tracking unsolicited manuscript submissions and pitches
- Process requests for use of copyrighted materials
- Assist with bookseller outreach as needed
- Coordinate orders for advance, review, desk, or examination copies of books
- Coordinate book reviews (professional peer/target audience, industry) and testimonial requests
- File copyright/Library of Congress registrations

### Speaker Support

- Set up/refresh administrative office procedures
- Monitor speaking opportunities/coordinate pitch submissions
- Inventory/track speaker's database of source material
- Assist with permissions request letters (for use of images, quotes, interviews, endorsements, broadcast media, music, cartoons/illustrations, etc.)
- Create handouts and presentation slide decks
- Maintain speaker's collateral materials
- Lightly proofread blog and article content
- Liaise with speaker bureaus and meeting planners
- Manage speaker contracts and industry certifications
- Manage products and fulfillment

*Ask me about my database of hundreds of conferences, podcasts, bloggers, and social media influencers who love authors and speakers!!*