



# CHELA HARDY

VIRTUAL AUTHOR & SPEAKER  
ASSISTANT | PUBLISHING PROJECT  
MANAGER | WRITER

Chela's administrative background and a love affair with words—both their written and spoken power—has taken her virtual assistance business 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, Chela is armed with a very specific set of services to support you in your book and speaking-related business goals.

**571-252-9824**

[www.AuthorAndSpeakerServices.com](http://www.AuthorAndSpeakerServices.com)

*"Chela's process is communicative and timely, and her work is impeccable. She not only suggested better word choices, she also identified areas where I could enhance clarity in my writing. I highly recommend her for anyone seeking efficient and trusted proofreading services!"*

**~Kelsey Duckett**

*Kelsey Duckett Consulting*

# Author & Speaker Services

BY ASKCHELA

## Second Set of Eyes

AskChela works with authors and speakers to help them polish the words they write and share with their audiences. Check the list below to learn more about the types of short-form documents and intellectual property we review, proofread, and lightly edit (grammar, punctuation, typos, spelling, context, et cetera) for our clients.

## Intellectual Property

- Speaking notes/speeches
- Speaker submission forms/applications
- RFPs
- Book proposals
- Journals/Planners
- Interviews
- Slides/worksheets/handouts
- Articles/newsletters/blog posts
- Reports/white papers/case studies
- Workshop/seminar/webinar notes
- Course/training materials

## Marketing/Publicity

- Collateral materials
- Marketing/action plans
- Press releases
- Website content
- Media kits
- Speaker one-sheets
- Signature talk descriptions

## Communications

- Pitch emails/letters
- Permissions request letters (for use of images, quotes, interviews, endorsements, broadcast media, music, cartoons/illustrations)