CHELA HARDY

VIRTUAL AUTHOR & SPEAKER ASSISTANT | BOOK MARKETING PROFESSIONAL | 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 and certified book marketing professional, 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

Author & Speaker Services

BY ASKCHELA

Second Set of Eyes Service

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
- Interviews
- Slides/worksheets/handouts
- Articles
- Reports/white papers/case studies
- Newsletters
- Blog posts
- 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)