



# CHELA HARDY

PROFESSIONAL VIRTUAL  
AUTHOR & SPEAKER  
ASSISTANT

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 use their books as a way to grow their businesses through speaking engagements and workshop facilitation. As a certified Professional Virtual Author & Speaker Assistant and a writer, Chela is armed with a very specific set of services to support you in your book and speaking-related business goals.

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

# 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 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
- Transcripts (i.e. podcast, radio, webinar)
- PowerPoint presentations
- Workbooks/handouts
- Articles
- Reports/white papers/case studies
- Co-authored chapters
- Newsletter content
- Blog posts
- Workshop/seminar/webinar notes
- Course/training materials

### Marketing Materials

- 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)