



The written and spoken power of words is the foundation for the work AskChela LLC does 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.

To meet the needs of these professionals, the firm is armed with a very specific set of services. These include content strategy, support, and management -- all of which is propped up by Second Set of Eyes by AskChela, a service that offers clients reviewing and polishing of their existing written content.

Ready to get your content in working order? Contact AskChela today!

571-252-9824

AuthorAndSpeakerServices.com

AskChela LLC is owned by **Chela Hardy**, a longtime Virtual Author & Speaker Assistant. A writer and workshop facilitator herself, Chela is the author of *Noted! Business Lessons Learned from Twenty-Two Years of Virtual Assistance* (March 2024).

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

CONTENT

SUPPORT & STRATEGY

Your valuable content deserves to be organized, polished, published and re-purposed. That is an AskChela specialty!

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
- Submission forms/applications
- RFPs
- Book and grant proposals
- Low-content journals & planners
- Interview transcriptions
- Slides/worksheets/handouts
- Articles/newsletters/blog posts
- Reports/white papers/case studies
- Workshop/seminar/webinar notes
- Course/training materials
- ...and more

Marketing & Publicity

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

Communications

- Permission request letters (for use of images, quotes, interviews, endorsements, broadcast media, music, cartoons/illustrations, etc,)
- Pitch emails/letters
- ...and more

CONTENT STRATEGY

Without an organized process in place, it's very easy to lose track of your valuable intellectual property. AskChela's content management service was crafted to address that challenge, starting with a thorough inventory of your published (or even unpublished) content, a plan to organize it, and an easy-to-follow digital filing process you can use going forward. And if you're stuck on what to do with your cache of content, AskChela has affordable strategy session options to help.

Page or stage...AskChela has your content covered!

BOOK A DISCOVERY CALL
AuthorAndSpeakerServices.com