



Service Menu

Administrative Support

Author Assistance: General administrative support, including calendar management, correspondence handling, and creating customized filing systems tailored to your preferences. (Office & Google Suites, Dropbox, etc.)

Project Planning & Organization: Creating and managing organizational systems for plotting, project outlines, brainstorming, world-building, and research topics. Access to my curated plotting templates, organizational tools, and structures. (I prefer Milanote, but can adapt to fit your needs.)

Research Assistance: Thorough research on publishing trends, book marketing strategies, and potential promotional opportunities, as well as topic research to help facilitate your current projects.

Author Event & Travel Coordination: Assistance with planning and coordinating virtual and in-person author events, conferences, signings, and speaking engagements.

Publishing Assistance

Beta Reading & Basic Proofreading: I am not an editor, but I can run your manuscript through Grammarly to catch minor grammatical and formatting errors. I also excel at noticing continuity errors and providing constructive feedback.

Book & Series Bible Management: Creation and management of book and series bibles to keep track of your characters, settings, and event timelines.

Manuscript Formatting & Book Listing: Formatting for eBook and print publication (traditional and large print) to ensure compatibility with the various publishing platforms. (KDP, Apple Books, Kobo, B&N, GooglePlay, IngramSpark, Draft2Digital, etc.)

Book Launch Planning: Assistance with the planning, execution, and tracking of book launch campaigns.

Marketing Coordination

Website Creation & Management: Website creation, updates, and maintenance, including adding new content, optimizing for SEO, and managing plugins.

Author Branding: Assisting in the development, setup, and/or maintenance of your brand identity across various platforms, including social media, website, and promotional materials, optimizing for visibility and engagement. (Goodreads, BookBub, Facebook, Instagram, etc.)

Social Media Management: Creating graphics and managing social media scheduling. Organizing blog posts, articles, and other content for distribution and repurposing. Note: I will create graphics and posts according to your specifications, but I am not a social media strategist.

Book Promotion Coordination: Assisting with planning and executing giveaways, free KDP days, and discount sales. Reaching out to other authors, bloggers, reviewers, and influencers. Submitting for promotions using my extensive list of free and paid promo sites. Tracking efforts and results so you can make informed decisions about where to spend your promo dollars.

Newsletter Management: Developing and maintaining a comprehensive newsletter onboarding process including pop-ups, landing pages, subscriber groups, and reader magnet distribution. Creating and managing "set it and forget it" automated email sequences to increase contact frequency, reader engagement, and click-through rates. Monitoring list health and implementing "re-engage and purge" sequences for inactive subscribers. (MailerLite, MailChimp, etc.)

ARC/Beta Team Management: Managing and communicating with your review team, distributing ARCs, and tracking reviews. Creating application forms, email templates, and a participation tracking system.

*I enjoy learning new things, so if there's anything else you'd like taken off your hands, feel free to ask!