

@virtually_rhian
hello@virtuallyrhian.co.uk



Welcome!



Your solution to business overwhelm and never-ending tasks. I'll be your biggest supporter, organizer and virtual team member. If you are ready to have a positive work-life balance and have your business run efficiently, let's work together!

About me

- I am a friendly, creative and organised person who has a passion for everything wedding related!
- In my spare time, I love to read wedding blogs, catch up with friends and learn new things.
- My guilty pleasure is beautiful matching stationery and scented candles.



About Virtually Rhian

- I started Virtually Rhian when I noticed how many business owners were doing EVERYTHING in their business and experiencing burnout!
- Let me share my knowledge of the wedding industry, along with my creativity and eye for detail to help your social media.
- I specialise in social media, blog writing, email management, Canva designing and admin tasks.

WHAT WORKING WITH ME LOOKS LIKE

I am enthusiastic and always full of ideas. I work very collaboratively with you and your business.

We have a monthly catch-up meeting where we chat about how everything is going, and what our plans are for the month ahead.

Working flexibly means I am always on emails and Whatsapp to reply to your messages.

I work at least 2 weeks - 1 month ahead with scheduled work so it gives you plenty of time to see and review my work before it gets published.



Virtual Assistant Packages





Choose a
package that
suits your
business needs



Hourly Packages

MONTHLY HOURLY WORK

£30 p/h

WHAT IS IT?

- If you have one-off projects or a variety of tasks you would like help with throughout the month, then working together by the hour is the best way to go!
- This is a flexible option as I can support you as much or as little as you need each month by choosing a package to work with.
- The hours can be on a specific day each week or spread throughout the month flexibly.

PACKAGE 1

10 hours a month - £300 p/m

PACKAGE 2

20 hours a month - £600 p/m

I track my hours in a working document that you can access anytime so you can see the tasks I have completed within my allocated hours.

Flexible communication and support through email & Whatsapp and a friendly working relationship.

Invoices are sent on the last day of every month for the work completed- there is no up-front payments.



Social Media Set Up

Instagram Set Up - £299

WHAT IS IT?

- If you have had a rebrand or are starting your Instagram account, then this set up package is perfect for you!
- It includes a content plan for when to post, a content strategy so you know what types of content you should be posting to achieve your goals, and a bespoke grid design layout.
- You will receive a list of personalised Hooks and Call to Action prompts that you can add to all of your captions as well as a list of hashtags.
- We will have a zoom call to discuss the design of your Instagram, who your target audience is and what your goals are for your account e.g. brand awareness, get more clients, grow your followers etc.

Sound great?

This Instagram set up usually takes around 2 weeks to create and will conclude with a zoom call to go through the strategy with you. From there you should have all the tools and a plan to follow so you can create awesome content for your account!

If you would like me to design, create and schedule the content for you, please check out my Social Media Monthly Packages.



Social Media Packages

BRONZE PACKAGE

£225 per month

WHAT'S INCLUDED?

- 40 minute monthly zoom/call for a planning and strategy meeting.
- 8 Instagram static or carousel posts created per month.
- Posts scheduled through a scheduling tool using photos provided by you.
- Entertaining and attention-grabbing captions using your brand tone of voice for an overall cohesive feel between your posts.
- Undertake hashtag research to add relevant and trending hashtags to your posts.
- Comprehensive & bespoke monthly social media content plan to align with your business pillars and resonate with your target audience.
- Flexible communication and support through email & Whatsapp and a friendly working relationship.

SILVER PACKAGE

£325 per month

WHAT'S INCLUDED?

- 40 minute monthly zoom/call planning and strategy meeting.
- 12 Instagram posts created per month.
- 4 interactive and creative videos per month that can be used for Reels, TikTok, Ideas Pins or Stories.
- Posts added to a Canva layout to see the overall grid design
- Posts scheduled through a scheduling tool using photos provided by you.
- Entertaining and attention-grabbing captions using your brand tone of voice for an overall cohesive feel between your posts.
- Undertake hashtag research to add relevant and trending hashtags to your posts.
- Comprehensive & bespoke monthly social media content plan to align with your business pillars and resonate with your target audience.
- Flexible communication and support through email & Whatsapp and a friendly working relationship.

DIAMOND PACKAGE

£425 per month

WHAT'S INCLUDED?

- 40 minute monthly zoom/call planning and strategy meeting
- 12 Instagram posts created per month
- 4 interactive and creative videos per month that can be used for Reels, TikTok, Ideas Pins or Stories.
- 4 Pinterest Posts created per month
- Posts scheduled through a scheduling tool using photos provided by you.
- Entertaining and attention-grabbing captions using your brand tone of voice for an overall cohesive feel between your posts.
- Undertake hashtag research to add relevant and trending hashtags to your posts.
- Comprehensive & bespoke monthly social media content plan to align with your business pillars and resonate with your target audience.
- Flexible communication and support through email & Whatsapp and a friendly working relationship.
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GOLD PACKAGE

£525 per month

WHAT'S INCLUDED?

- 40 minute monthly zoom/call planning and strategy meeting.
- 16 Instagram posts created per month repurposed for 1 other platform.
- 4 interactive and creative videos per month that can be used for Reels, TikTok, Ideas Pins or Stories.
- 12 Instagram stories per month.
- Posts scheduled through a scheduling tool using photos provided by you.
- Entertaining and attention-grabbing captions using your brand tone of voice for an overall cohesive feel between your posts.
- Undertake hashtag research to add relevant and trending hashtags to your posts.
- Comprehensive & bespoke monthly social media content plan to align with your business pillars and resonate with your target audience.
- Flexible communication and support through email & Whatsapp and a friendly working relationship.
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PLATINUM PACKAGE

£700 per month

WHAT'S INCLUDED?

- 40 minute monthly zoom/call planning and strategy meeting.
- 20 Instagram posts created per month repurposed for 1 other platform.
- 10 interactive and creative videos per month that can be used for Reels, TikTok, Ideas Pins or Stories.
- 20 Instagram stories per month.
- Posts scheduled through a scheduling tool using photos provided by you.
- Entertaining and attention-grabbing captions using your brand tone of voice for an overall cohesive feel between your posts.
- Undertake hashtag research to add relevant and trending hashtags to your posts.
- Comprehensive & bespoke monthly social media content plan to align with your business pillars and resonate with your target audience.
- Flexible communication and support through email & Whatsapp and a friendly working relationship.



Pinterest Packages

PINTEREST SET UP

Pinterest Board Set Up - £199

- Home Page description to include key words and describe your business.
 - Set up of 15 Pinterest boards with Title, Description and on-brand cover image. These boards will be a mix of Wedding venues, seasonal inspiration, top tips, guides, style and colour inspiration. Along with promoting your offers and services.
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PINTEREST CREATION

x12 Pins Created per month - £199 p/m

x24 Pins Created per month - £350 p/m

WHAT'S INCLUDED?

- Pins scheduled through a scheduling tool
- Canva designing included
- Creation of headlines and descriptions with your keywords
- All Pins will have a link to your website or blog to drive traffic to your own platform
- Monthly content plan to align with your target audience



Blog Writing Packages

BLOG WRITING

WHAT'S INCLUDED?

Blog up to 500 words - £60

Blog up to 1000 words - £95

- Blogs are written in your style using your brand ethos and wording.
- You will need to submit a guideline or notes for what's to be included in the blog.
- Each blog includes 1 round of amends if needed.
- The blog will be emailed to you so you can upload onto your website.
- Extra £25 per blog if you would like it to be uploaded to your website alongside images.

HOW DOES THIS HELP MY BUSINESS?

- Google loves it when you update your website with new and relevant content.
- There is more chance for couples to find your website when they search for a question that you answer in your blog.
- It shows potential couples your knowledge and they get to understand you and your business more.

WEDDING BLOG SUBMISSION

WHAT'S INCLUDED?

£40 per wedding submission - to include a short overview or paragraph.

£70 per submission - to include blog writing (up to 500 words)

Submitting to online wedding blogs and magazines includes uploading photos, crediting all the suppliers and following the guidelines of each specific blog.

SERVICES I OFFER

- Creating content for Social Media
- Social Media caption writing
- Blog Writing
- Article Writing for Blog Submissions, magazines, online features
- Instagram story content creation, templates and scheduling
- Pinterest content creation and management
- Email management and support
- Behind-the-scenes photography on weddings or shoot days of you and your work
- Graphics creation on Canva for social media posts
- Aisle Planner support
- Venue and supplier research



Content Creation Days

CONTENT DAYS

Are you always running out of content to post?

Do you have no video footage of you at work that you can share on your social media?

Then you need to book to have a Content Day with me!

I can come to your studio, office, workspace or wedding to capture you in your element so you come away with endless footage that you can use for months to come on your Social Media.

We will have a chat about where you want to get the footage, what elements of your business you want to highlight and share with your audience, and then I can create a bespoke filming plan for you.

Half Day - £200

- For up to 3 hours
- This includes 2 edited short videos
- Multiple outfit changes
- Travel expenses added

Full Day - £400

- For up to 6 hours (this is perfect for wedding days)
- This includes 2 edited short videos
- Multiple outfit changes
- Multiple locations
- Travel expenses added



Wedding Day Assistant

WEDDING DAY ASSISTANT

For when you need an extra pair of hands and a trusted team member.

£200 a day for up to 8hrs
Plus travel expenses

As your Wedding Day Assistant I help you set up, prepare the venue, dress the venue, liaise with suppliers, help with guest coordination and be your extra pair of hands throughout the wedding day.

I can also take behind-the-scenes photos and videos of you at work to use for your social media.

NEXT STEPS

Choose a package that suits your business needs and send me an email to hello@virtuallyrhian.co.uk to let me know!

Get in contact with me if any package needs amending or changing so that it's perfect for you.

I will send over a contract and important documents to read and sign, and we can decide on a start date to work together!

CLIENT REVIEWS



Working with Rhian has been great. She is just what I needed to help me continue to run my business while I look after my newborn baby. She has taken on email management, supplier sourcing, venue finding, creating wedding websites and help with marketing. She is great at creating very thoughtful Instagram captions and detailed presentation docs for clients. She is such a friendly person and a joy to have as part of my team.



Working with Rhian has helped me and my business immensely. Her dedication and creativity have truly transformed my online presence. Rhian excels in content creation, especially in writing engaging blogs that resonate with my couples. Her ability to capture behind-the-scenes moments and turn them into amazing reels and social media content is truly remarkable, way better than I could have ever done myself! I wholeheartedly recommend her services to anyone seeking a skilled virtual assistant. Her passion for her work shines through in every task she undertakes. I am incredibly grateful for her contributions to my business.



Rhian entered my world amidst the chaos of having a baby and I can safely say that I have never looked back. She has kept me on top of tasks whilst also giving me the flexibility to spend time with my baby in the comfort that things are still getting done. Rhian looks after all of my social media, amongst other things, it is such a weight off my shoulders as I am terrible at it! I would highly recommend her to anyone (and frequently do) who needs support with their business.