

VIRTUALLY RHIAN

services brochure

virtuallyrhian.co.uk

ABOUT VIRTUALLY RHIAN

Virtually Rhian offers more than just virtual assistance support and specialist wedding industry marketing. We become a trusted, integral part of your wedding business team. My unique blend of industry expertise, friendly professionalism, and flexible support creates a partnership that feels natural and effortless.

We become your dedicated virtual assistant team members who understands the wedding industry inside and out, using my knowledge, creativity and organisational skills to help your business grow.



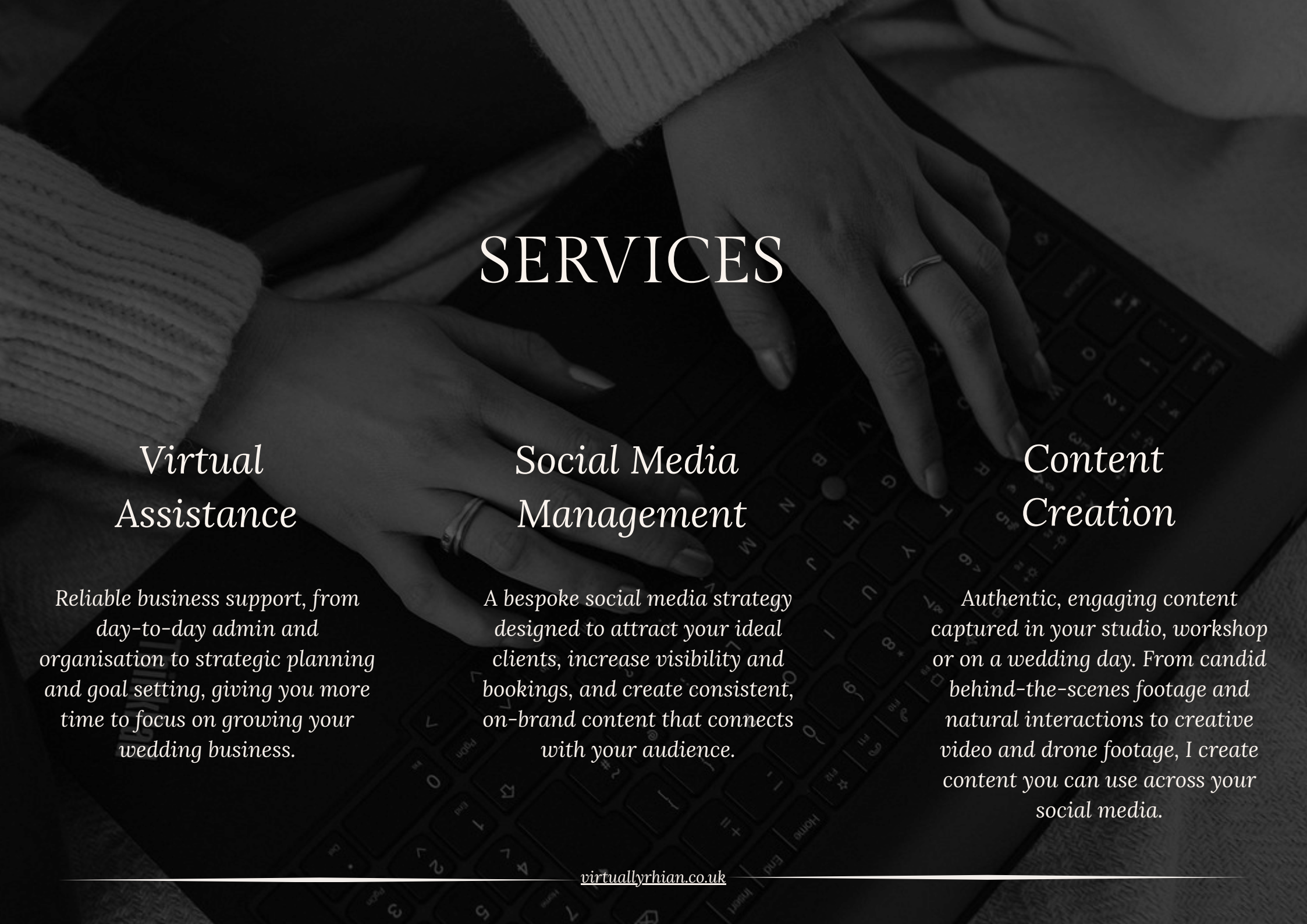
PROCESS

1. Get started
Decide how I can support you and your wedding business, then get in touch. I'll provide a bespoke proposal outlining the services recommended for your business and the associated monthly investment.

2. Onboarding
Once you're happy to proceed, you'll receive a contract to sign and we'll agree on a start date that works for us both. You'll also complete an onboarding questionnaire, allowing me to gain a detailed understanding of your business, brand and goals.

3. Getting set up
We'll schedule an onboarding call where I'll talk you through the next steps, share your secure Google Drive folder and confirm key deadlines. I'll also request any information, assets or access I need to get started.

4. Ongoing support
I pride myself on building an open and honest working relationship with my clients. We'll agree on your preferred method of communication, whether that's WhatsApp, email or voice notes, and I'll provide ongoing support throughout the month. We'll also schedule a monthly catch-up call to review tasks, discuss progress and plan ahead.



SERVICES

Virtual Assistance

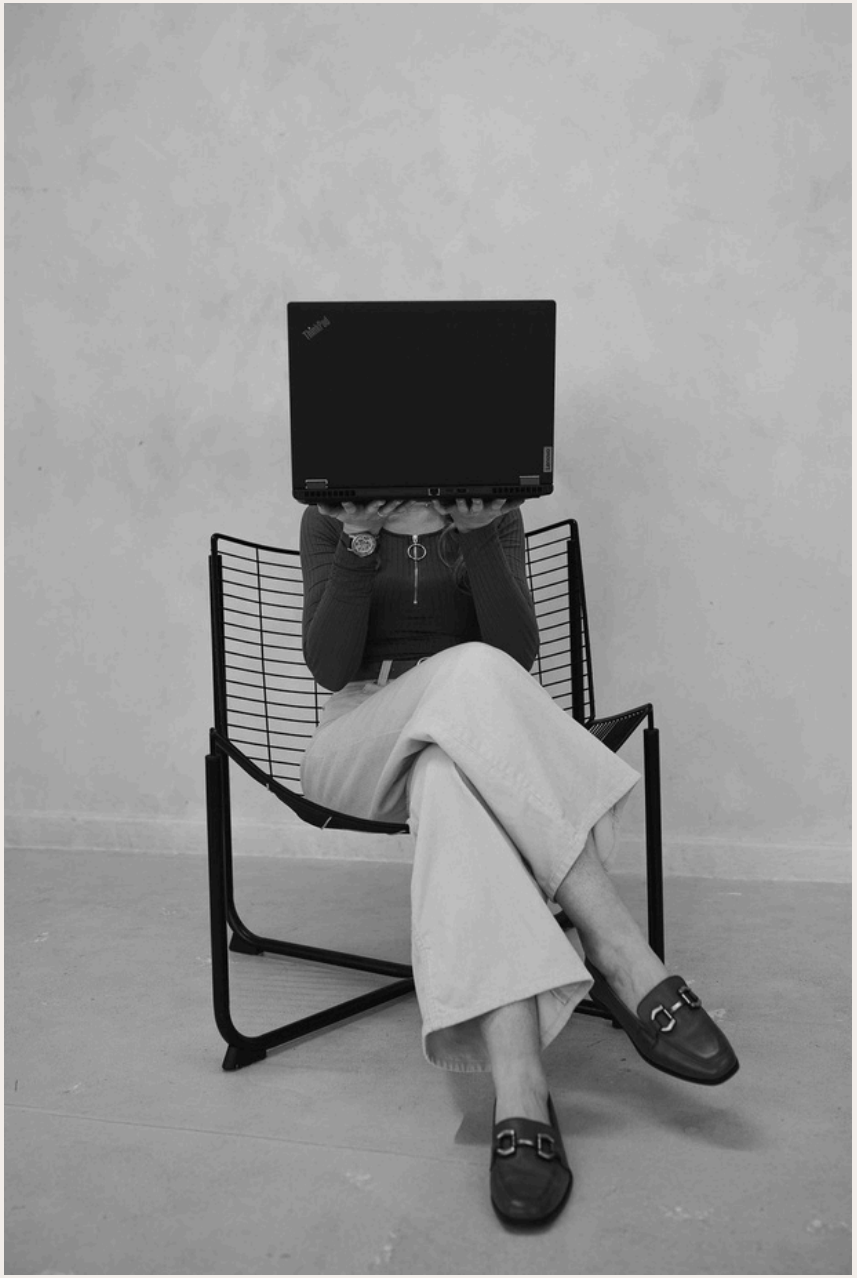
Reliable business support, from day-to-day admin and organisation to strategic planning and goal setting, giving you more time to focus on growing your wedding business.

Social Media Management

A bespoke social media strategy designed to attract your ideal clients, increase visibility and bookings, and create consistent, on-brand content that connects with your audience.

Content Creation

Authentic, engaging content captured in your studio, workshop or on a wedding day. From candid behind-the-scenes footage and natural interactions to creative video and drone footage, I create content you can use across your social media.

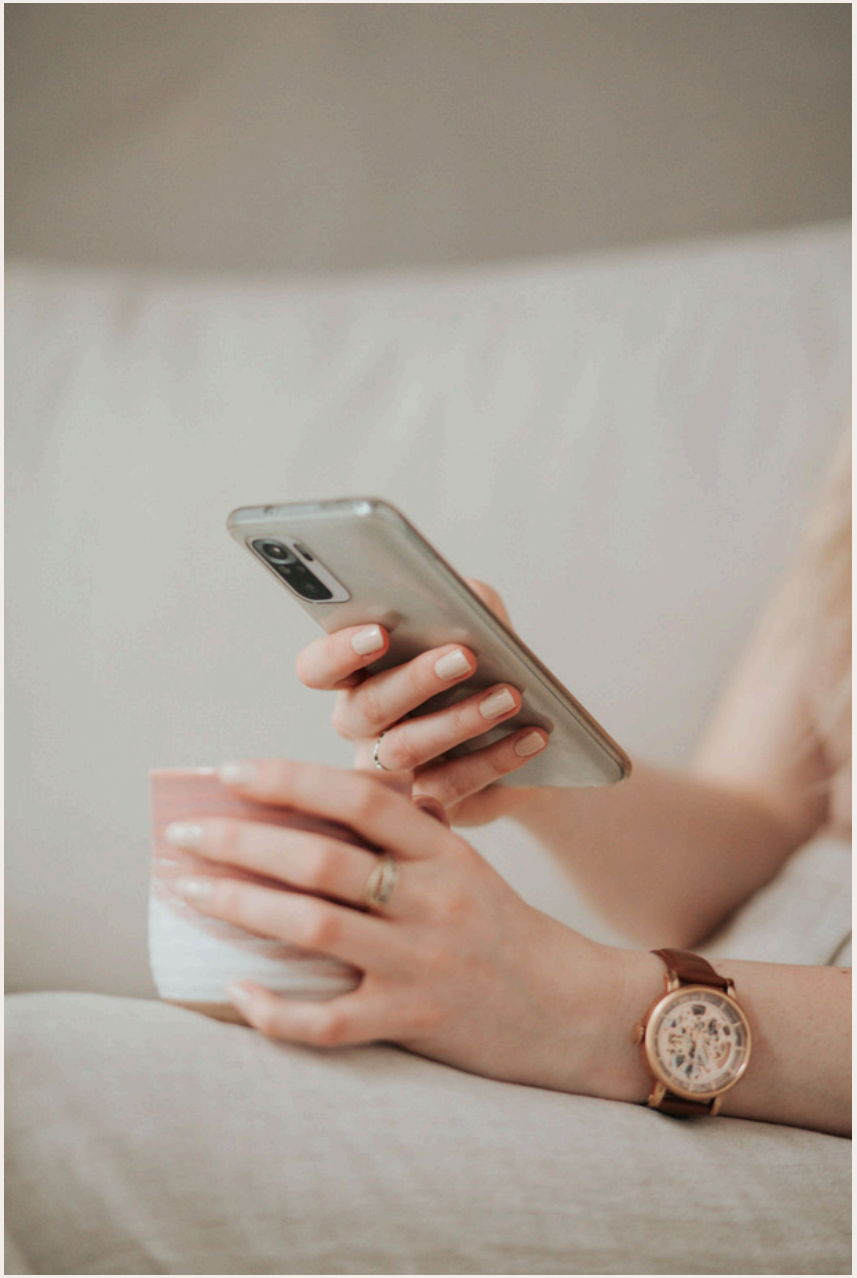


VIRTUAL ASSISTANT SERVICES

Hourly business support can be used to help streamline the back end systems inside your wedding business, take on daily admin tasks or manage recurring elements that take up your time.

From handling CRM systems, client enquiries, onboarding couples, managing Aisle Planner, creating processes and systems." is a fragment. Suggested: "From handling CRM systems and client enquiries to onboarding couples, managing Aisle Planner and creating processes and systems, I become your supportive, expert team member you didn't know you were missing.

£40 *per hour*
**does not include social media tasks, social media strategy or content creation*



SOCIAL MEDIA MANAGEMENT

Your social media management begins with an in-depth audit of your current platforms, branding and online presence, alongside a discovery call to understand your ideal client, business goals, challenges and how you want your brand to be represented online.

From this, we create a bespoke social media strategy and tailored content pillars, ensuring your content is aligned with your brand and business objectives.

We manage the creation, editing and scheduling of your posts using photos and video content provided by you, incorporating relevant SEO and hashtag research to improve visibility on each post.

You'll also receive ongoing support via email and WhatsApp, monthly content planning calls, regular updates on trends and social media best practices, plus honest feedback and actionable guidance to help you post consistently to social media without feeling overwhelmed.

MONTHLY SOCIAL MEDIA PACKAGES

Please get in touch for a bespoke proposal



BRONZE - £499

8 Instagram static or carousel posts created per month.



SILVER - £695

12 Instagram posts created per month. These can include up to 4 Reels/short form videos per month.



GOLD - £900

12 Instagram posts created per month. These can include up to 6 Reels/short form videos per month.
8 Instagram stories designed and created per month.

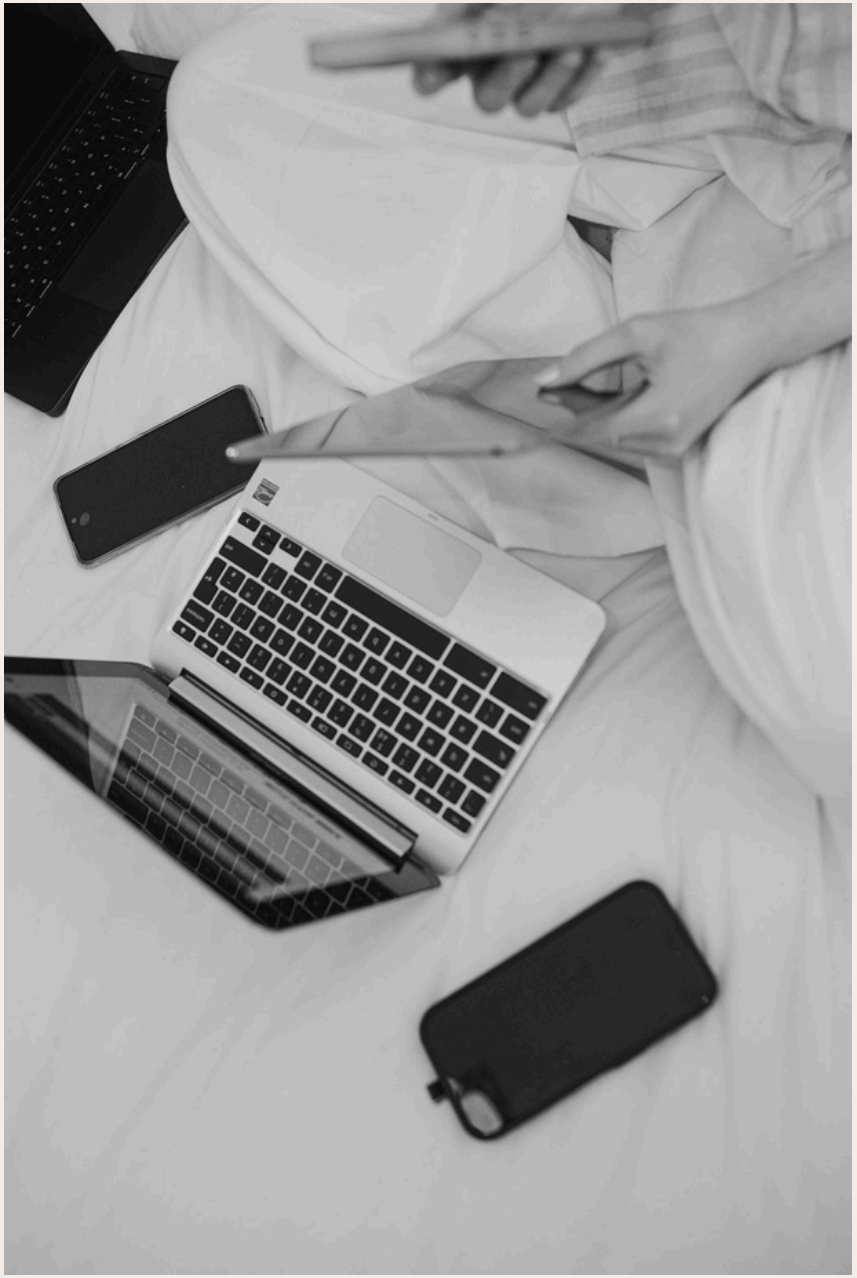
ADD-ON SERVICES

Make sure your social media package is tailored to your business needs and goals. The packages above are a guide to pricing and services. Our goal is to give you a highly personalised service and support so get in touch if you would like to include add-on services to ensure you have a bespoke package that fits your business needs.

Add-ons

- **Monthly content creation session:** *A half day or a whole day of professional filming and creative direction, capturing hundreds of photos and video clips that I turn into posts and reels. You'll receive all the raw footage, plus a strategy for how we'll use the session across your marketing.*
- **Instagram Stories:** *If staying consistent on Stories is a struggle, I can handle the strategy and creation for you so your account stays active and your audience is kept up to date.*
- **More video content:** *Want to post more reels each month? If your Instagram strategy is reels-focused, get in touch for a bespoke proposal that prioritises creating reels and video content.*
- **Community engagement:** *If you struggle to have time to comment, like and follow accounts on Instagram to keep your account active and your followers engaged - we can take this time-consuming task off your plate.*
- **Hourly business support:** *Expert guidance, advice, admin support and back-end help in other areas of your business, whenever you need an extra pair of hands.*





CROSS-PLATFORM MARKETING

Your couples aren't only scrolling Instagram, so your wedding business shouldn't be either. Alongside Instagram, I offer Pinterest, TikTok and Facebook marketing as all-round support to get your incredible wedding business in front of the right eyes. Pinterest keeps your work discoverable for years and drives traffic straight to your website. TikTok lets Gen Z couples get to know the personality behind your business. Facebook keeps you front of mind with couples and their families while they plan.

Being visible everywhere doesn't mean creating everything from scratch. I repurpose the content you already have for each platform, so one wedding can become a Pinterest pin, a TikTok, a Facebook post and an Instagram carousel. Each one is shaped to how that audience actually uses the app.

Get in touch for a bespoke quote.

SOCIAL MEDIA SUPPORT



1:1 strategy call. If you prefer to chat things through, ask questions and get our expert advice, booking a strategy call will give you clarity, next steps and ways you can improve your social media account and reach your goals. Gain direction and a clear roadmap for what to do next.
£250



Full bespoke strategy creation, content pillars, tone of voice and keywords you can use to create your social media posts. You also get 1 month (8 posts) of Instagram posts created for you to get your strategy off to a strong start.
£695

WEDDING DAY ASSISTANT

Reliable on-the-day support for when you need an extra pair of hands.

Wedding days are busy and having someone you can trust to step in to take care of the details and keep things moving can make all the difference between a stressful day and a seamless one.

As your Wedding Day Assistant I provide hands-on support wherever you need it, from setting up and dressing the venue to liaising with suppliers, coordinating guests and taking care of the jobs that need doing behind the scenes.

Whether you're a wedding planner, stylist, florist or décor hire company, I become an extension of your team, giving you the extra support you need to focus on delivering an exceptional wedding day for your clients.

£25 per hour
£35 per hour if also capturing BTS content
Travel expenses are calculated per event





WEDDING DAY CONTENT CREATION

I capture you in your element, from setting up and transforming the venue to coordinating guests and all the behind-the-scenes moments in between. You'll receive authentic video clips that you can use across your social media to give your audience a behind-the-scenes look at the work that goes into creating an incredible wedding.

All raw video files are delivered via a download link within 48 hours of your event, giving you fresh content to share while the wedding is still front of mind. You'll also receive 3 professionally edited 30-second videos, ready to share across social media.

Capture a completely different perspective of your wedding setup through drone footage. Perfect for showcasing outdoor setups and highlighting venues.

WEDDING DAY CONTENT CREATION

£375 for up to 5 hours
Plus travel expenses

Includes:

- *Shot list and filming strategy to align with your business and marketing goals*
- *Pre-wedding consultation*
- *X3 edited videos delivered within 48 hours*

Extra edited videos: £35 per video (30 seconds in length)

Add drone footage to your wedding day content creation package for an extra £100 or
£200 for just drone footage of your event.

BUSINESS CONTENT CREATION

If you have plenty of ideas for Reels, TikTok's and Stories, but never seem to have the video content to bring them to life, this is for you.

You want to show up consistently, showcase what makes your wedding business different and let your personality shine through, but filming yourself and knowing what to capture can feel overwhelming.

I'll come to your studio, office or workspace to capture you in your element, with sessions available from one hour to a whole day. Before we begin, we'll discuss what you want to showcase and create a bespoke filming plan so we can make the most of your time. I'll guide you throughout the shoot, suggest ideas and capture a mix of candid, behind-the-scenes, in-action and talking-to-camera footage that feels natural and authentically you.

You'll leave with hundreds of high-quality video clips ready to use across social media giving you a bank of content you can use for weeks to come. No awkward posing, no wondering what to film and no trying to create everything yourself, just authentic content that showcases your business, your expertise and the person behind the brand.



BUSINESS CONTENT CREATION

£75 per hour

Or book a content day:

Half Day - £295

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

Full Day - £550

- *For up to 6 hours*
- *This includes 4 edited short form videos*
- *Multiple outfit changes*
- *Multiple locations if needed*
- *Travel expenses added*

CONTENT PORTFOLIO

Wedding Photographer

Wedding Photographer

Wedding Planner

Wedding Planner

Wedding Planner

Wedding Planner

Cake Designer

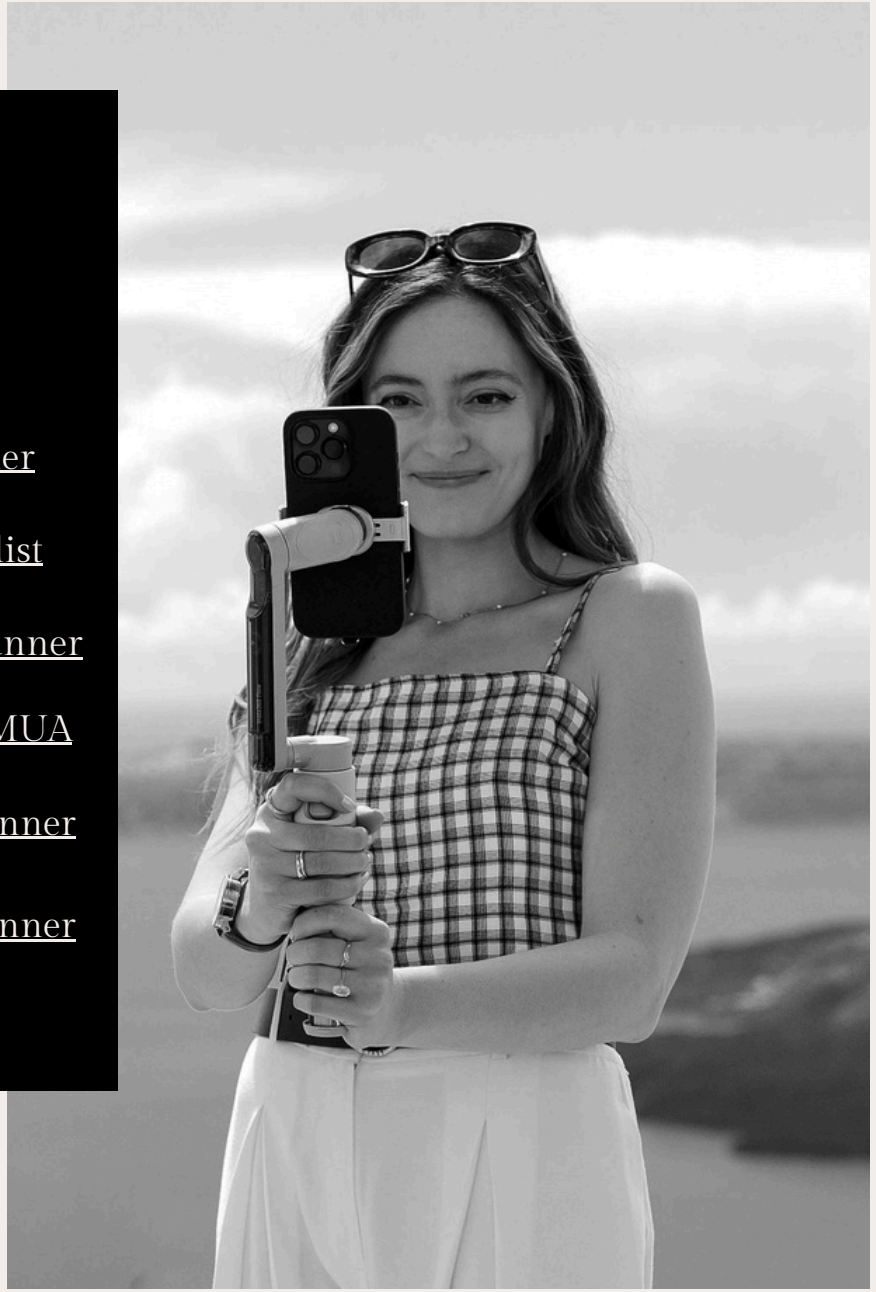
Wedding stylist

Wedding Planner

Wedding HMUA

Wedding Planner

Wedding Planner



“I had a look at the BTS gallery. You are fabulous!!! Didn’t even see when you filmed most of that content. Thank you!” - Val -

THE EXPERIENCE

Social media that feels like you

I get to know you and your brand personally

Through 1-2-1 calls I take the time to learn all about your personality, what makes you unique and different as a wedding business and who your ideal clients are. My flexible communication ensures I hear all of your ideas and input whether this is through WhatsApp voice notes, IG DM's or via email.

Creative & collaborative approach

I'm known as being professional and experienced but my friendly and down-to-earth style of communication is what makes my clients feel seen and reassured. Our monthly strategy call is a time to not just catch up but to plan for the month ahead and review how your content has been performing. At every stage I listen to your thoughts, welcome your feedback, and happily make edits until you love each post.

Strategic ideas that stand out

I bring creative concepts and fresh ideas to help your business stand out and connect with your ideal clients online. From trending reels to Trial reels strategies, SEO optimised captions - I support you in reaching your Instagram goals.

TESTIMONIALS

"Rhian is incredibly helpful—she plans a month's worth of social media content in advance, so there's always something going out while I focus on the rest of my business. She nailed my tone of voice in the captions, and she's always happy to run with my ideas and make changes whenever needed!"

Lottie

"How can I even begin to express the transformation from my days of dreading my phone, weighed down by the never-ending list of posts to create and agonizing over Instagram layouts with no clear strategy? Having Rhian on board has not only preserved my sanity but also gifted me precious time. Gone are the moments of staring blankly at my screen, only to realize that a single post had consumed 30 minutes to an hour of my time. I feel incredibly fortunate to have Rhian as part of our team; she is always readily available whenever needed."

Rohita

"Rhian has been an amazing help! She is my little hero – even last minute requests she will always help! We have been working together for over a year and couldn't do without her now. She is very patient and her calming vibe is all I need in my crazy schedule!"

Zayna

"She writes captions, researches hashtags and schedules all of my social media at least 4 weeks ahead of time. I cannot tell you how much having Rhian working with me has alleviated stress, allowing me to concentrate on the weddings over the season. Rhian, you are a real gem. Thank you for your support and help. "

Lauren

NEXT STEPS

Working together is a collaborative partnership. I bring my expertise, creative skill and organisation to your business, while listening to your direction and input to understand where I can make the biggest difference.

I believe in being as transparent and flexible as possible, which is why there are no upfront costs and your contract runs on a monthly rolling basis. My aim is to work around your busy schedule so everything runs smoothly for you.

LET'S DO THIS!

1. *Choose your package*
Select the package that best suits your business and email me at hello@virtuallyrhian.co.uk to let me know.

2. *Make it bespoke*
If any package needs adjusting, just get in touch. We can shape it until it's the perfect fit for your business.

3. *Let's work together*
I'll send over your contract and onboarding documents to read and sign. Then we'll agree on a start date and schedule a kick-off call together.



GET IN TOUCH

@virtually_rhian

hello@virtuallyrhian.co.uk

www.virtuallyrhian.co.uk

