

VIRTUAL ENTOURAGE



S E R V I C E S + P R I C E G U I D E

WHAT IS VIRTUAL ENTOURAGE

Elevated lifestyle management services for you to gain back your time.

Led by Lifestyle Managers Jenny and Pooja, Virtual Entourage provides customized services for businesses and entrepreneurs. Our offerings range from **Executive & Personal Assistant Support to Retreat & Event Planning**, ensuring seamless task handling for flawless occasions.

Let us provide top notch **Travel and Logistics Support** and take the stress out of your trips and retreats with our expert planning and coordination.

We make gift-giving easy with personalized **Gift Management** and **Customized Solutions**. Allowing you to enjoy the moment and make a meaningful impact.

With Virtual Entourage's dedicated and tailored assistance, reclaim your time and achieve a well-rounded life.



MacBook Pro

ABOUT US

Jenny Lee

FOUNDER & VISIONARY



No stranger to taking bold steps, Jenny became a personal assistant to a prominent virtual business coach. Starting with one client, her dedication quickly expanded her service to five clients within months of launching Virtual Entourage. This journey unveiled a profound truth - creative entrepreneurs seek elevated lifestyle management.

Jenny's work is her passion, marked by strengths in problem-solving, anticipating needs, multitasking, and orchestrating events. She's a constant, supportive presence for her clients when they need it most

Beyond her professional pursuits, Jenny embraces her authentic self. You'll often find her in Brazilian Jiu-Jitsu and MMA training sessions with friends, or exploring unique adventures.

Pooja brings to our team an impressive background with over a decade of expertise in event planning, corporate support, and travel management. Her extensive career in government contracting, has equipped her with a wealth of knowledge and experience. Pooja has chosen to channel her diverse skill set into the realm of virtual assistance, bringing a fresh perspective and approach.

Throughout her career, Pooja has made significant contributions in various sectors, including nonprofits, renewable energy, education, and government contracting. Her organizational acumen is truly exceptional, and she leads with a unique blend of empathy and an unwavering passion for helping her clients achieve a well-rounded and peaceful balance in their lives.

When Pooja is not working she enjoys spending time with her two pups Toby & Hazel, traveling around the world and enjoying outdoor activities like hiking and snorkeling.

Pooja Choksey

CO-FOUNDER



PRICING

Monthly Support Options

5 *hours*

10 *hours*

15 *hours*

20 *hours*

Personal Assistant Support

*Minimum of \$225/month

Executive Assistant Support

*Minimum of \$225/month

Gift Management & Customized Services

* Starting at \$30/hour

Travel & Logistics Management

*Minimum of \$225/month

Event & Retreat Planning

*Priced based on scope of work

\$100 Consultation Fee

10 hour retainer minimum

Event Execution & Support

EXECUTIVE & PERSONAL ASSISTANCE SUPPORT

Discover the various ways Virtual Entourage can support you:

Executive Assistant Support

- Calendar & inbox management
- Scheduling & managing appointments
 - Administrative Support
 - Project Management
- Communications support

Personal Assistant Support

- Travel arrangements
- Research Assignments
 - Bill pay
- Personal Appointment scheduling
- Reminder services



5, 10, 15, 20

RETAINER HOUR OPTIONS
AVAILABLE PER MONTH

\$225 MINIMUM

PER MONTH FOR 5 HOURS
OF SUPPORT REQUIRED

For projects that need prompt attention or have time-sensitive deadlines, there will be an adjustment to the hourly billing rate to ensure a timely response.

"I am truly grateful for the exceptional support offered by our assistant. Their dedicated commitment, flawless organizational skills, and discreet management of sensitive matters have significantly streamlined my daily operations. Their invaluable contributions have played a vital role in enhancing efficiency and productivity, and I appreciate their commitment to excellence."

EXECUTIVE & PERSONAL ASSISTANCE SUPPORT

PERSONAL ASSISTANT TASKS



RESEARCH

- Compare the best health insurance options.
- Coordinate cross-country moves and gather relevant information.
- Compare the top 5 highest rated local veterinarians.

SCHEDULING

- Find and schedule appointments with your favorite hairstylist.
- Schedule medical appointments on your behalf.
- Reserve dining appointments.

RECORD MANAGEMENT

- Create and manage a medical spreadsheet for personal medical health records.
- Maintain an automobile log and schedule service appointments.
- Keep track of house repairs and maintenance, sending reminders for upcoming services.

GENERAL TASKS

- Manage bill payments for life expenses.
- Assist with banking discrepancies and management.
- Book self-care appointments.

EXECUTIVE ASSISTANT SUPPORT TASKS



PLANNING/COORDINATION

- Develop and manage a strategic calendar for key executive meetings and events.
- Coordinate travel arrangements
- Plan and coordinate corporate events.

COMMUNICATION & RELATIONSHIP MANAGEMENT

- Handle confidential communications with sensitivity and discretion.
- Foster and manage strategic relationships with key stakeholders and partners.
- Conduct research and prepare briefings to keep the executive informed and prepared.

PROJECT & TASK MANAGEMENT

- Oversee projects, such as efficiency improvements or organizational initiatives.
- Support the executive's continuous professional development with relevant resources and opportunities.
- Manage expenses, prepare reports, and provide financial insights for informed decision-making.

ADMINISTRATIVE RECORD KEEPING

- Implement and maintain an efficient document management system for important corporate files and records.
- Coordinate executive board meetings, prepare agendas, and ensure accurate documentation of meeting minutes.
- Manage the executive's professional memberships, certifications, and licensing renewals, ensuring compliance and up-to-date credentials.

TRAVEL & LOGISTICS

LEAVE THE TRAVEL DETAILS TO US.

We'll thoughtfully coordinate your transportation, accommodations, and all logistics to ensure a seamless and stress-free travel experience.

At a minimum, we'd suggest a 5-hour retainer for your monthly travel needs, but we're always here to tailor it to your specific preferences.

Booking Transportation

Arranging Accommodations

Planning Itineraries

Ensuring the necessary documentation and visas for travel

Researching and providing information on entry requirements for the destination

Managing expenses related to transportation, accommodations, meals, and other travel-related costs

Offering guidance on packing based on the destination and purpose of the trip

Coordinating the transport of any specialized equipment or materials needed for the journey

Providing information on health precautions, vaccinations, and medical facilities at the destination

Developing a plan for emergencies or unexpected situations

Ensuring travelers have the necessary communication tools, such as mobile phones or data plans, and providing emergency contact information

Coordinating any business meetings, conferences, or events scheduled during the trip

Arranging venues, catering, and other logistics for planned activities

Ensuring that travel plans adhere to the company or organization's travel policies and guidelines.

RETREAT & EVENT PLANNING



Whether you are celebrating a loved one's milestone birthday or your quarterly retreat, we are here to help you manage all the details, so you can fully enjoy the moment.

Tailored Pricing: Our retreat and event planning services are priced based on your unique needs and the scope of each project. We offer a range of services, from event planning consultation to full on-site support.

We offer options like 24-hour turnaround time and on-site support for any assistance during the event. (Available for an Additional Fee).

Some of the items we can help you with:

- ✓ Define objectives and goals for your event or retreat.
- ✓ Establish a comprehensive budget covering all necessary expenses.
- ✓ Secure potential venues, negotiating contracts as needed.
- ✓ Create a detailed agenda for the retreat or event.
- ✓ Coordinate with speakers or presenters, confirming participation and logistical requirements.
- ✓ Set up and manage an online registration system for attendees.
- ✓ Research and book accommodation and travel.
- ✓ Plan menus with catering services based on dietary restrictions and preferences.
- ✓ Provide travel and logistics support.
- ✓ Arrange hospitality services to enhance the overall guest experience.
- ✓ Coordinate decor elements for a cohesive atmosphere.
- ✓ Research and book activities.
- ✓ Manage calendar for travel bookings.
- ✓ Coordinate VIP Day/Retreat event.
- ✓ Plan and book travel and accommodation.
- ✓ Book pet care services.
- ✓ Coordinate logistics with the team for business events.
- ✓ Recruit and coordinate event staff, including ushers, registration assistants, and technical support.
- ✓ Host pre-event and post-event meetings.

Event & Retreat Planning

**Priced based on scope of work*

*\$100 Consultation Fee, 10 hour retainer minimum,
Event Execution & Support*



GIFT CONCIERGE SUPPORT

Whether you're seeking a thoughtful present for a loved one or navigating the complexities of corporate gifting, our comprehensive Gift Management Services are designed to streamline the entire process for you.

Pricing is based on the scope of work, ensuring a customized and fair cost for your unique needs.

GIFT SOURCING

Selecting perfect gifts based on occasion, recipient, and budget.

EVENT GIFTING

Procuring gifts in large quantities for corporate events, conferences, or special occasions.

LOGISTICS AND FULFILLMENT

Managing gift delivery logistics, including packaging, shipping, tracking, and returns.

VENDOR MANAGEMENT

Establishing and managing relationships with gift suppliers for quality and timely delivery.

Gift Management

** Starting at \$30/hour*



CUSTOMIZED SERVICES

If you have a project in mind that isn't listed on our website, don't hesitate to reach out. Whether you're in the corporate world or a creative visionary, we specialize in crafting custom solutions to meet your unique needs.

INBOX ORGANIZATION

Optimize your inbox with our expert service, where we establish a sophisticated labeling and filtering system to sort and prioritize your incoming emails.

DATA ENTRY & MANAGEMENT

Transform your data management experience with our tailored spreadsheet solutions—whether you prefer hands-on data entry or opt for our expert input, we craft customized spreadsheets to streamline your information according to your needs.

PRODUCT DISCOVERY

Unlock possibilities in finding products that resonate. Our Product Discovery Services offer personalized guidance, making exploration seamless and enjoyable, tailored to your tastes.

RESEARCH ASSISTANCE

Facilitate research with our dedicated support service, providing expert assistance to streamline investigative processes for comprehensive and accurate results.

SCHEDULE MANAGEMENT

Upgrade your scheduling efficiency with our Calendar Management Services. Whether you prefer hands-on organization or seek our professional touch, we curate personalized calendars to optimize your processes, aligning with your distinct preferences.

CONTEST MANAGEMENT

Elevate your contest and giveaway experience with our specialized Management Service, crafting an efficient system that organizes entries, ensures compliance, and simplifies winner selection for a stress-free and rewarding event.

HR SUPPORT

Streamline your hiring process with our HR Support. Let us manage requisitions, coordinate seamless phone screens and handle all interview coordination. Trust us to place the right talent in the right roles, ensuring an efficient recruitment experience.

CUSTOMER SERVICE SUPPORT

Elevate your customer service experience with our dedicated support team, providing invaluable assistance to enhance operations and ensure efficient, effective issue resolution.

Customized Services

** Starting at \$30/hour*



CONTACT US



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POOJA CHOKSEY

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Your vision, your life - *our expertise.*

We are happy to curate a plan that'll offer support on all the things you don't want to do (and then some). So you can finally get some of your time back.

Do you have any questions about our lifestyle management services, or are you interested in enhancing your daily life with our support? Feel free to get in touch with us today, and let's connect.