



RIA Marketing & Communications Checklist

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Whether you are starting an RIA or running an established financial independent practice, you know you are doing what is best for you and your clients. Let's make sure everyone understands why.

Use this checklist to build a strategic marketing and communications plan to retain clients and attract new prospects.

Create Branding, Messaging, and Visual System Guidelines

- ☐ Develop value proposition messaging for your target audience
- ☐ Moodboard visual ideas
- ☐ Company name
- ☐ Typography
- ☐ Color scheme

Build Website

- ☐ Domain name (www.yourcompanyname.com)
- ☐ Hosting platform (Wordpress, HubSpot, SquareSpace, etc.)
- ☐ Search Engine Optimization (SEO) Audit & Strategy
- ☐ Write Website Copy & Content
 - ☐ Home
 - ☐ Welcome Video
 - ☐ Who We Serve
 - ☐ Services
 - ☐ About Us
 - ☐ Contact Us
- ☐ Create Website Analytics Reports
 - ☐ Traffic
 - ☐ Conversions
 - ☐ Engagement

Create Sales Collateral PDFs

- ☐ 1-pager About Us
- ☐ Client Success Map(s)

Audit, Evaluate, & Setup Tech Stack

- ☐ CRM Software
- ☐ Email Marketing Software
- ☐ Sales Tools

Create Transition Announcement Communication Strategy (new RIAs)

- ☐ Personal brand development (LinkedIn)
- ☐ Written email templates
- ☐ Phone call scripts & talking points
- ☐ Video announcement
- ☐ Social media campaign
- ☐ Client benefits presentation

Samples to Inspire You

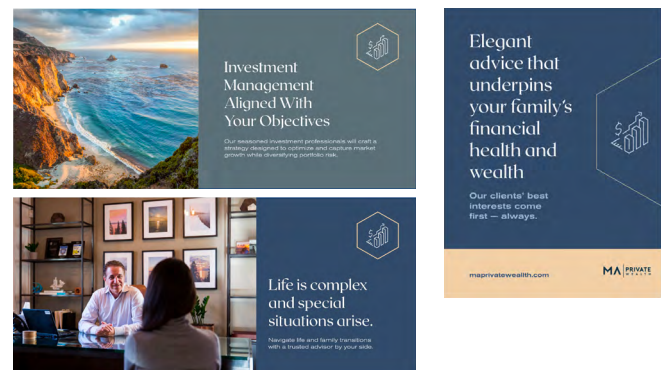
Compelling Messaging and Branding



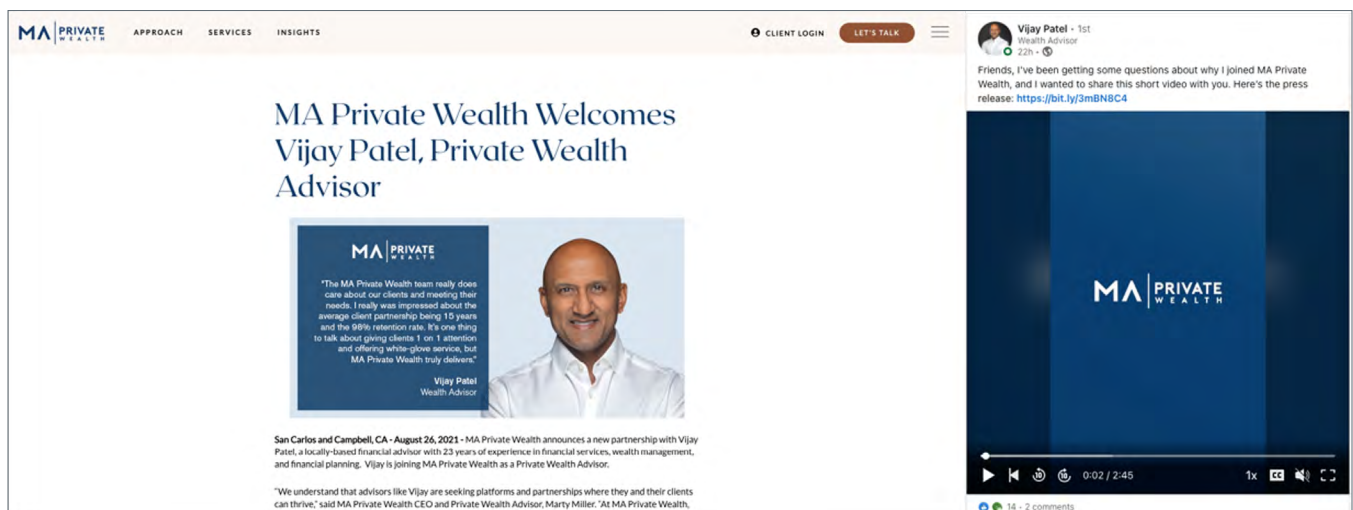
Sales Collateral



New Website



Announcement Communications and Press Releases





It's time to modernize your marketing
with a custom plan, personalized for your
independent practice.

Elevate your business, fuel more referrals, and
increase net flows with marketing and sales
strategies tailored to your practice.