ARC
DESIGN STUDIOS

Concept Development

concept map - site visit - mock up

Investment: $550.00

The concept map is the tool developed to visually represent the design choices we make for your big day! The mission is to create a consistent and clearly defined concept from start to finish; all inspired by who you are and the things you love the most! The lifecycle of this map starts as a document organizing all your BIG ideas pulled from your Pinterest boards, family, friends and all your other resources. It then transforms into the detailed road map that will be used to execute the vision for your big day! Each client is unique; therefore, so is their map! However, the categories you can expect to be included are (but not limited to):

concept map

- Overall Concept
- Color Story
- Space Planning and Custom Layouts
- Centerpieces
- Additional Supporting décor to Coordinate
- Table Settings
- Card Table/ Guest Book
- Dessert Tables / Candy Tables
- Ceremony Décor

- Floral
- Stationery/ Paper goods
- Wedding Party Styling Suggestions
- Linens
- Rough Costs / Links for products
- Quantity Lists
- Vendor Suggestions
- Links/Videos for any DIY projects if requested

site visit

Included in your Concept Development investment are TWO site visits! One, early in the process for us to take photos, get measurements, and talk about general concepts. We do this so that we can work efficiently with the space while developing the design.

The second visit will be closer to the event date and will be used to finalize placement, make final adjustments, and ask any last minute setup questions to venue management.

The information gathered during these visits will be put into the different versions of your concept map throughout the process!

mock up session

What is a Mock Up Session? It is one of the most important parts of this process! In Concept Development it is crucial to have a a visual demonstration of the items discussed within your map! Depending on your specific project, the samples provided for your mock up will vary. This gives us a chance to experiment, test, adjust, and make changes to any of the ideas outlined in the Concept Map. We will use samples of the items specified giving you confidence in the look and feel that they will have on the big day! ARC Design Studios does have décor items for rent and pricing for rentals will be quoted post mockup.

Client Initials:_____

Event Styling

setup - tear down

Who do you have setting your event space? Whose doing the clean up?

In order to book event styling services, Concept Development must be also be booked. The design outlined in our concept map will be the styling elements completed by the studio on your big day! Styling services DO include chair, table, and linen placement. The studio does not have these items for rent, but will set and arrange these elements according to the design IF the venue or rental company does not already.
Draping is not included in styling fees.

blush
0-50 Guests

:$750.00 Investment

gallica
51-100 Guests

:$1,000.00 Investment

province
101-200 Guests

:$1,250.00 Investment

venus
201-UP Guests

:$1,500.00 Investment

details

Styling services are limited to a single location.
If your ceremony venue and reception venue are one in the same, OR, if there is the option for multiple day setup; then styling for both spaces is included!
Tear down services include the gathering and packing of all rented studio items, third party rented décor and linen, and all items brought by the couple.

ARC Design Studios does not transport items outside of the rented studio assortment.
It is required by the couple to solidify a family member or friend to transport any items that need be brought to or leave from the venue. This includes third party rented décor and linen if pickup has not been arranged.

More guidelines for styling and tear down can be found in the Policies of the Program.

Client Initials:_____

Event Coordination

When you book Event Coordination with ARC Design Studios you have selected us to be your "go-to person" for the hours during your event! The service also includes:

- A site visit to your venue to discuss the day of details . Any additional visits would be at the discretion of the studio and would be of no charge to you!
- Two timely forms of contact with your vendors (this is optional based on client preference).
- An organizational Day of Details Map that outlines all of your vision details, timeline, vendor details, tasks lists, and any pertinent information for ARC Design Studios to successfully coordinate the event. If extensive setup and décor assistance is needed, you will need to book our Full Bundle Package.

6 hours
$600.00

8 hours
$800.00

10 hours
$1,000.00

12 hours
$1,200.00

When calculating hours of service, travel time needs to be included in the total hour count.

Mileage

Events over 25 miles away from the studio will be subject to IRS standard mileage rate for travel to and from the location.

Please review the Program of the Polices contract to review all Event Coordination details and information.

Client Initials:_____

ARC
DESIGN STUDIOS

The Full Bundle

concept development + event styling + event coordination

Need help from start to finish? We offer packages that include all three of our event services!
Each package includes Concept Development, Event Styling, 6 hours of event coordination AND tear down! Additional hours can be added for Event Coordination for a fee.

blush
0-50 Guests

:$1,750.00
Investment

gallica
51-100 Guests

:$2,000.00
Investment

province
101-200 Guests

:$2,250.00
Investment

venus
201-UP Guests

:$2.500.00
Investment

details

Full Bundle styling services are limited to a single location.
If your ceremony venue and reception venue are one in the same, then styling for both spaces is included!

A clear set timeline will be established for a smooth transition between time dedicated to event styling, and the start time for event coordination services.

Tear down will start at the end of the event coordination hours.

Please review the Program of the Polices contract to review all Bundle details and information.

Client Initials:_____