



Event Design Services



Concept DEVELOPMENT

Concept Map - Site Visit - Mock Up



INVESTMENT: \$750.00



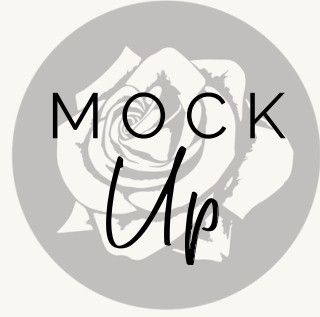
The concept map is the tool developed to visually represent the design choices we make for your big day! The mission is to create a consistent and clearly defined concept from start to finish; all inspired by who you are and the things you love the most! This map starts as a document organizing all your 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):

- Overall Concept
- Color Story
- Space Planning and Custom Layouts
- Centerpiece Options
- Additional Supporting décor to Coordinate
- Table Settings
- Card Table/ Guest Book ideas
- Dessert Tables / Candy Tables ideas
- Ceremony Décor
- Floral Suggestions
- 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
- Sourcing for products selected
- Day of setup guide/ check list (if day of services are not booked with studio)



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 will be after you have made your final choices on décor/products for a final walk through to develop the final setup details.

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



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 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 already in inventory but these are ONLY available to those who book the full design service package.

Signature: _____

Date: _____





Full DESIGN PACKAGE

Concept Development - Setup/Tear Down - Event Coordination



INVESTMENT: \$3,500.00

Need a go to person for the day of?

Looking to make sure everything designed is properly styled to match your vision?

ARC Design Studios now offers a full design package that includes not only Concept Development and Setup/Tear Down, but also Day of Coordination AND use of any current ARC Design Studios rental inventory included! Read about each inclusion below!



Developing the design for your event. This service includes everything outlined for the Concept Development service.

- Design
- Site Visit(s)
- Mock Up Session

Day of styling and tear down services for event.

- Single Location
- Up to (x2) Additional team members included if needed

Event coordination hours that would start AFTER setup is complete at a single location. ARC will stay through the event to make sure everything runs smoothly right up until tear down!

Included within your investment is access to décor already in the ARC Design Studios assortment! ARC Design studios will note what items in the design phases have potential to come from the studios collection.

For any event within a 25 mile radius of Warren MI travel are excused. For venues/ events located outside of that radius are subject to the IRS standard mileage rate in ADDITION to the service investment.

Travel Fees:

Additional fees will be charged for hotel stays if a client's location requires it - at ARC Design Studios discretion.

Signature: _____

Date: _____





Client CONTRACT

Client Names:

Wedding Date:

Main Email:

Phone:

Phone:

What is the best time to contact?:

What is the preferred way to contact? TEXT / CALL / EMAIL

Address:

Services Booked with the Studio: Concept Development
Full Design
Custom Florals

ARC Design Studios will be utilizing the information provided in this document, along side the SHARED GOOGLE sheet, filled in by the client to develop all concept development tools and preparatory documents. If the information originally provided to the studio is incorrect, or has been changed, the client is held responsible for notifying the studio as soon as the change is put into place and updating the appropriate documents. If the information is not documented in email form and not confirmed, the studio is not responsible for re-planning for these changes.

By signing below you understand this information.

Any change to this information needs to be communicated to the studio in an EMAIL format
no later than two weeks prior to the event date.



Party POLICIES

1. ARC Design Studios offers two packages that include concept development and Full Design. Clients must select the services that align with their needs. If a client selects a package that does not address their full needs, ARC Design Studios is not responsible for fulfilling the additional requirements unless an adjusted contract has been developed and differences have been paid.
2. When hiring ARC Design Studios we ask that you allow us to do our job to best support you! We love when friends and family want to help create your special day, but services hired out to the studio are not an appropriate place. There are a ton of projects to make a big day happen and we would love to help you find those projects to designate to your loved ones who want to be a part of such a special process. Please make us aware early in the planning so we can incorporate it into the overall design.
3. ARC Design Studio will not handle a card box, gifts, unity candle, cake toppers, family heirlooms, or any sentimental items after the INITIAL setup. We ask that our clients please find a trustworthy family member to move these items during the event AND at tear down. If you rent a card box from ARC Design Studios you will need to have it emptied prior to the end of tear down.
4. ARC Design Studios does not transport items that the client is providing for the décor. The couple will need to make prior arrangements to get the items they are responsible for to the venue at the appropriate setup time.
5. ARC Design Studios requires a minimum of 4 hours of setup time. If this much time is not permitted, due to the venue restrictions, ARC Design Studios reserves the right to only propose design solutions that fit the scope of the time allotted. If the client desires design elements that are not possible in the allotted time (determined by ARC Design Studios), they are required to request and pay for additional time from their venue.
6. ARC Design Studios requires a minimum of 1 hour for tear down. If chair and table breakdown is required, a minimum of 2 hours is required.
7. ARC Design Studios does not take home any client items after tear down. ARC Design Studios will gather, as neatly as possible, client items to prepare them for removal by the client. The client will need to make sure they have selected a family or friend who will transport the items out of the venue after the event.
8. ARC Design Studios will charge mileage fees for any location further than 25 miles of the studio in Warren MI. Mileage is charged for there and back from the venue. The standard IRS rate will be used to calculate travel fees. If tear down is required to happen the DAY AFTER THE EVENT, an additional round trip amount will be added to the travel fees.



9. ARC Design Studios will make a total of two site visits during the planning process.
10. For coordination services: ARC Design Studios is responsible for executing the plans put into place by the client. If vendors, or elements of the celebration are not properly planned ARC Design Studios cannot properly execute.
11. ARC Design Studios does not handle client contracts, payments, or service confirmations with other vendors. If you would like ARC Design Studios to pass out the tip envelopes to your vendors arrangements can be made.
12. ARC Design Studios will follow the day of timeline and RELY on all information provided by the client (contracts, timeline, and outlined responsibilities for each particular vendor). If the client does not provide the information it will not be treated as common knowledge.
13. ARC Design Studios will openly communicate with the client via email, phone calls, and text messages. However, all information related to details of the event needs to be communicated in email.
14. In full design services ARC Design Studios will let the client know what decor items is available from inventory through the design process. The client will then confirm the list of items being provided by the studio and the items in need of purchase.
15. The client will be asked to approve the final Day of Document that will be used to coordinate the event from setup through tear down. If the information in the map is not correct after approval, ARC Design Studios will not be held responsible.
16. ARC Design Studios services apply to client's reception/ single location only. Client can inquire about assistance at a second location but ARC Design Studios reserves the right to decide if it is logistically possible to serve at both places.
17. Items from the current assortment at ARC Design Studios will be available to clients who book Full Design packages with the studio however personal florals are NOT INCLUDED. Florals are a custom decor element that are handled and billed seperately.
18. If a client would like ARC Design Studios to purchase products/décor for their event clients will be responsible for the full cost of items as well as responsible for the items after tear down of the event. ARC Design studios will NOT transport or store products for later pickup for the client.
19. For Full Design Packages clients are responsible for providing a seat and meal for two ARC Design Studios team members.
20. ARC Design Studios event coordination hours start AFTER setup is complete. ARC Design Studios will not be at earlier activities prior to setup being finished and will not be pulled from setup to cater to other needs. Setup is the first priority on the day of the event.

By Signing below you have read and understood the policies listed hereby ARC Design Studios. ARC Design Studios reserves the right to add, adjust, or remove policies. When policies are updated, clients will be made aware and requested to re-sign.

Signature: _____ *Date:* _____



Payment POLICIES

Security Deposit

Your security deposit is set to hold your wedding date/services on the books. You will be required to pay this \$150.00 deposit within 15 days of it being sent. This amount does get credited to your overall total bill and is NON-REFUNDABLE after payment.

Concept Development - Only

Concept Development payment is due in full before ARC Design Studios will deliver your concept development document. This fee is NON-REFUNDABLE once the first version of the map is sent to the client.

Full Design Services - Concept Development + Day of Services

Full Design Services payments are broken down into three payments:

- Concept development payment due prior to the you receiving your documentation and is NON-REFUNDABLE once paid.
- Half of the day of service fees due 6 months prior to your event date (or half way between the start of the planning process and the event date) and are NON-REFUNDABLE once paid.
- Final half of the service fees the week prior to the event and are refundable up until the day before the event.

Cancellations & Refunds

You can cancel your contract with ARC Design Studios at anytime. However, refunds are determined by where we are at in the process with ARC Design Studios.

Security deposits are NON-REFUNDABLE once paid.

Concept Development payments are NON-REFUNDABLE once paid and documentation is delivered.

First payment for day of service fees are NON-REFUNDABLE once paid.

Final payment for day of service fees is refundable up till the day before the event.

By Signing below you have read and understood the payment policies listed hereby ARC Design Studios. ARC Design Studios reserves the right to add, adjust, or remove policies. When policies are updated, clients will be made aware and requested to re-sign.

Signature: _____ Date: _____

