



Day of Coordinating Services Pricing

Day of coordinating services will include:

1. Organizational Concept map that records all day of your vision details, timeline, vendor details, task lists, and ANY pertinent information for ARC Design studios to successfully coordinate the Day of activities. If extensive setup and décor assistance is needed, you will need to book concept development services through the studio.
2. A site visit to your venue to discuss day of details/ layout/ and timeline. Any added visits would be at the discretion of the studio and would not be of charge to you!
3. Two timely forms of contact with your vendors. 1) To introduce and review current contract details. 2) To confirm day of logistics and services timing. This contact is done via email or via phone.

*Please Review the Program of the Policies contract to review all Day of Coordinating details and information.

Pricing for Day of Coordinating:

6 Hours: 600.00

8 Hours: \$800.00

10 Hours: \$1000.00

12 Hours: \$1200.00

14 Hours: \$1400.00

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 the IRS standard mileage rate for travel to and from the location.

Client Initials: _____