

THIRD ARM EVENT ASSISTANTS

# Services & Pricing Guide



**APRIL 2024-JUNE 2024**

**[www.thirdarmeventassist.com](http://www.thirdarmeventassist.com)**

Third Arm  
*Event Assistants*





Dear Future Client,

# Hello there!

I am excited to introduce Third Arm Event Assistants, a provider of bespoke event industry assistant services. We understand the common challenge faced by event professionals and venues: the need for effective support in a flexible and cost-effective manner.

Our a la carte event industry assistant service allows professionals to delegate time-intensive tasks to our skilled team, enabling them to focus on running successful events. We offer dynamic, tailored support to meet the individual needs of our clients, with a commitment to delivering reliable, professional, and efficient service.

Third Arm  
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We are dedicated to helping event professionals and venues streamline their operations and achieve optimal results. Let us be your trusted partner in making your events a resounding success.

*Jennifer Martin*

Owner, Third Arm Event Assistants



# On Site Event Services

## 1 **Set Up/ Breakdown Assistants (without delivery)**

Our team efficiently sets up and breaks down event venues, ensuring a seamless transition from preparation to execution. We offer setup and strike services (setup, leave, and return for breakdown)

## 2 **Bartending Assistants**

Our experienced and licensed bartender assistants craft and serve beverages with professionalism and flair, enhancing the overall guest experience at events.

\*Third Arm Event Assistants does not provide alcohol, garnishes, or mixers\*

## 3 **Catering/Server Assistants**

Our dedicated catering/server assistants deliver exceptional food service practices, maintaining quality standards and ensuring guest satisfaction throughout the event.

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# On Site Services Cont.



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## **Trade Show/Expo Assistants**

Our skilled assistants provide support at trade shows and expos, engaging attendees, booth setup and breakdown, vendor check in and more.

5

## **Registration Assistants**

Our registration Assistants efficiently handle attendee check-ins and distributing name badges ensuring a smooth and organized start to your event.

6

## **Day of Coordination Assistants**

Our coordinators oversee the logistics and operations on event day, ensuring that everything runs smoothly and according to plan. This service includes executing ROS, vendor load-ins, and ensuring every detail is just as you imagined.

7

## **Amusement Staff/Casino Dealers**

Our fun and energetic amusement assistants enhance the entertainment experience at events.

Our casino dealers manage gaming tables with precision and expertise, creating an exciting and authentic casino experience for guests.





# On-Site Service Pricing



The pricing for On Site Assistant Services with Third Arm Event Assistants varies based on the type of assistant requested and the tasks they will be completing.

Our rates range from \$32.00 to \$35.00 per hour, with a minimum of 5 hours required for each assistant requested. These rates are set to reflect the level of experience and expertise of the assistant, as well as the complexity of the tasks they will be handling.

Clients can expect a competitive rate that ensures they receive high-quality assistance tailored to their specific event needs.





# Additional Services



## Additional On Site Services

Some additional on site services we offer include:

- Brand Ambassadors
- Storage Organization
- Delivery Drivers (Truck Rental Fees Apply)

## Virtual Assistant

Our Virtual assistants help individuals and businesses increase productivity and efficiency by taking on time-consuming tasks, allowing clients to focus on more important aspects of their work.

## Social Media & Website Management

Our social media/website managers are responsible for creating, curating, and managing content on various social media platforms or websites to enhance brand visibility, engage with the audience, drive traffic, and ultimately achieve marketing objectives.

**Please contact us to learn more about these services**



# Booking with Third Arm

## 01 SUBMIT AN INQUIRY

Visit our website at [www.thirdarmeventassist.com](http://www.thirdarmeventassist.com) under the tab "Booking Request" choose your event type and fill out the inquiry form.

## 02 SUBMIT EVENT QUESTIONNAIRE

Once you submit your inquiry form you will receive an automatic email that will include a questionnaire. Please take a moment to fill out your event details (be specific)

## 03 REVIEW CONTRACT/INVOICE

After we receive your questionnaire, if no other information is needed, you will receive an email including your invoice and contract. A 60% deposit is due on all assistant requests.

## 04 STAFF ASSIGNMENT

Now that we have submitted your event details, your contract, and your deposit we will post your event on our schedule for our team to review. Once we review all potential assistants you will be assigned the best assistant to suite your event needs.



## 05 DAY OF SERVICE

It's the day of your event! What now? We want to make sure your event day is as stress free as possible. Our professional assistants will show up and be prepared to assist you in the tasks you have requested.

## 06 FINAL PAYMENT

72 hours after your event concludes you will receive a final invoice via email for the final 40% of your invoice. Parking Fees and any hours over your original request will be added.

### COMMUNICATION

#### CONTACT DETAILS

(678) 561-6224

[thirdarmeventassist@gmail.com](mailto:thirdarmeventassist@gmail.com)

#### WEBSITE

[www.thirdarmeventassist.com](http://www.thirdarmeventassist.com)



# Preferred Vendor Program

Recognizing the value of collaboration with outstanding vendors and venues, we have established a preferred vendor program to ensure our clients receive top-notch event assistants for their events. Contact us to learn more.

LET'S WORK TOGETHER

## WHAT YOU'LL GET:

- ✓ 10% off all services you as a preferred vendor book with Third Arm Event Assistants.
- ✓ 5% off to your clients who book using your preferred vendor promo code.
- ✓ Business listing on the preferred vendor section of our website. Preferred vendors information provided to all Third Arm Clients.

YOUR INVESTMENT  
\$250 PER YEAR







# FAQ's

## **How far in advance do we need to book our event staff?**

The sooner the better. In the busy season our dates book quickly. Requests made within 72 hours of your event start time will be subject to extra fees.

## **Do you provide items to rent for my event?**

At Third Arm Event Assistants we are responsible for providing event staff for your events. We are unable to provide rentals/physical materials for your event.

## **What is your pricing structure or payment terms?**

Our base rate is \$32 per hour per assistant with a 5-hour minimum. A 60% deposit is due upon booking to secure the staff. 50% of the initial deposit is non-refundable. Cancellations within 72 hours of your event will result in forfeiture of the full deposit amount.

## **Can you accommodate specific event requirements or special requests?**

Yes, with enough notice we can accommodate most special requests. Contact us to inquire about your request.

## **Do your staff members have any special skills or certifications?**

We have professionally trained bartenders, many are licensed. Each staff member has skills and talents unique to their experiences and backgrounds. Let us know antly specials skills or traits you require, and we will match you with the best assistant for your needs.

# Thank You!

We at Third Arm Event Assistants are thrilled to have the opportunity to provide you with our team of professional event assistants for your upcoming events. Our dedicated staff is committed to ensuring that your events run smoothly and efficiently, offering top-notch assistance every step of the way. Rest assured we look forward to being of service to you and helping make your events a success. Thank you for choosing Third Arm Event Assistants.

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