



Dear Client,

In order to keep your wedding day smooth sailing we have included a **checklist below** for you and will create a **beauty service timeline** for you and your party **5-8 weeks before your event date separate from this email**. It will be a draft copy to make sure we have all ducks in a row. You may make changes to this draft 3x only up to 2 weeks prior to your event date!

### **Beauty for Bride for Wedding Day**

-Hair trim 2 weeks prior to wedding day. Hair color should be colored about this time as well (1-2 weeks before).

-Be sure to bring hair accessories or hair extensions if you have them! We also offer hair accessories as well. Please feel free to browse [www.haircomesthebride.com](http://www.haircomesthebride.com) and enter coupon code KissThisMakeup for 20% off.

-Exfoliate your face the night before wedding day, also drink 5 bottles of water everyday as soon as you can start, inquire about any other skin care information!

-Waxing/threading to be done 2-3 days prior to wedding day, we recommend having it done by someone who has provided you the service before.

-Facials should be discussed with your esthetician.

-Spray tans should be done 2 days prior (please inquire if we are offering this service at this time).

### **Day of Set Up for Wedding Day**

-Please have areas cleared for staff to set up hair and/or makeup, tables should be at standard desk/dining room table height. Each service needs about 4 FT<sup>2</sup>. So if you have one makeup artist and one hair stylist you need either 2 tables of about 4 FT<sup>2</sup> or one large one of 8 FT<sup>2</sup>. (This is an approximate size, does not need to be exact, just close).

Desks, dining tables, tv chests, etc work! Please check with hotel on how many tables will be in the room for furniture and inquire if they can provide folding tables if needed, if they cannot do so and you are worried about space for setting up please inform us prior to the wedding day.

-Please have enough chairs for services for each artist/stylist working. Hair needs short chairs or ottomans, makeup needs bar stools. Please check with hotel on how many chairs will be in the room for furniture and inquire if they can provide folding chairs, if they cannot do so please inform us prior to wedding day.

-Please have bottled water available for staff and any vendor meals if needed as discussed.

-Please know we **DO NOT** set up in bathrooms for sanitary reasons.

### **How to Come Prepared for Services for All**

-Please wear a loose or zipper/button up shirt or robe.

-Have inspiration photos ready to show KTM staff.

-Please come with a clean face, exfoliate the night before.

-For best results have hair a day or two dirty if it is thick and non-greasy, washed day of or night before if it is greasy.

-Please come with hair dry! You should blow dry/straighten it for best results in styling, please inquire for any questions about how to come prepared prior to wedding day if needed.

-Unless you have scheduled a "blow dry" we will not have time to dry your hair. Blow dries are just blow dry and light styling, if you want a blow dry and all hair curled and/or put up after you will need to schedule a blow dry in addition your style service for an additional cost.

**-Please arrive 15 minutes before appointment to ensure running on time or there will be additional fees should your party run later than 30 minute past starting schedule.**

**-All add ons (hair extension placement/working with already placed extensions, extra thick and/or long hair, adding a blowout, adding curl set to blowout, tattoo coverup, adding lashes, as well as adding airbrush if in Chicago/Dallas/Orlando) will all be an additional charge and require more time. It is the client's responsibility to inform prior to event day should anyone require these services.**

-Bridal party and family should bring touchup lipstick/gloss.

### **Payment**

**-All payment is due 1 week before your wedding date.** Please inform us how you wish to pay. The invoice in your client portal will be available with all options of how to pay. You may pay there by card or by the following options below.

-We accept credit/debit in Visa, Mastercard, Amex, and Discover. Apply Pay is also available. This can be paid in your portal on the invoice.

**-Venmo/Cash App or any third party not directly BANK to BANK IS NOT ACCEPTED.**

-Payments may be made via Zelle without tax. Please notify [office@kissthismakeup.com](mailto:office@kissthismakeup.com) if making payment this way and send there.

-Client will be responsible for all parking day of event for staff if applicable.

-Client will be responsible for any add on payment uncollected.

**-Gratuity IS NOT included We suggest 18-20%.** Any advanced tip left on card via client portal or Zelle will be evenly distributed to

staff working unless specified. Cash is also accepted to hand to staff day of along with their personal Venmo/Cash App accounts.

From our entire team,

We wish you the best day on your special day and we're excited that you chose us to share it with you!