



## NEW HIRE CHEKLIST

### Bookings

- done by text, recorded on icloud notes (android users please create an icloud account, you can access your bookings on a desktop)
- booked (confirmed) and pending (always touch base if you have something come up when you are on hold)
- please email [office@kissthismakeup.com](mailto:office@kissthismakeup.com) about anything you need
- in case of emergencies always text/call Jenna Marie, 8479095613
- 3 months notice is needed to resign or unable to take a booking and no trial must have already taken place
- please do not double book, allow 3 hours from finish time for another booking after a wedding

### Invoicing

- every booking needs a separate invoice and make sure to save file as the date of booking, ex: I attach a document to email and the file name should read something like KTM (kiss this makeup) [04022016](#) (date you were booked for specific invoice being sent)
- follow template / gather pay rate from your exhibit A, (you may use your own invoicing system as long as everything reflects as the template)
- touchups are hourly inquire with every job (\$35-\$50 PH)
- all add ons are \$10 reimbursement (refer to bottom for each locations add ons)
- early start pay is before 7 AM (Chicago) and 8 AM (Everywhere Else), \$15 per each half hour prior to those times

### Lead

- point of contact for staff and bride (whomever is placed with the bride)
- in charge of taking count for add on services and reporting to Jenna Marie, may not leave before confirmation of payment for add ons, payment can be made via venmo (@kissthismakeup)
- ensures validation for staffs valet
- always check with lead if all is well and good to go before exiting

### Collecting Funds

- do NOT collect money, unless for tip
- clients are to be paid in full prior to event, should they add on extras, they can pay via venmo @kissthismakeup (please call if they do not have venmo)
- refer to your timeline for what add on costs are to tell client what they owe (this will differ from your person payment)
- only cash you may accept is tip, you may accept tips to your person venmo account as well

-please take note of and report add ons to Jenna Marie before leaving booking

### **Getting Paid**

-via Zelle (this is set up with first payment owed to you, please provide the correct email address associated with your Zelle account)

-typically Monday/Tuesday after event with proper invoicing, allowed time is 30 days

### **Timelines**

-please download OneDrive and create account (its free), save this link

[https://1drv.ms/f/s!An0BaczRa\\_hKtD8IfZsuOEH8FhQw](https://1drv.ms/f/s!An0BaczRa_hKtD8IfZsuOEH8FhQw)

-timelines will be released 6-8 weeks prior to every event, please review your bookings list to see which last name of client is the booking you are on in order to find your timeline for date

- bookings will have last name of bride/client next to in in icloud notes

-will have all of the info you need from location, time arrival, brides contact, who else is working

-locations are SFL (South Florida), TFM (Tampa/Fort Meyers), ORL (Orlando), CHAR (Charleston), DAL (Dallas).

-any add ons already paid for will be indicated on the timeline with an "X", if it's not on the timeline, then it has not been paid for and it's your responsibly to collect the payment via venmo @kissthismakeup, make sure to always offer this service and inform of cost, notify lead of any add ons, if you fail to collect this payment you may not be reimbursed.

-when client pays for add ons on venmo, if coming from their account, just have them list the last name of the bride along with what the payment is for

-we do not blow dry and style hair unless specified on timeline and booked prior, all super curly hair must come flat ironed for perfected curl, if someone is unprepared kindly remind them this information was sent out on timeline and in a checklist, ask them to go blow dry or flat iron and maneuver the schedule as need be

-last looks and lips are done at end, along with letting down hair sets (all half up/down should be set)

-should any client take longer than 30 minutes to be in your seat and timeline is running late due to client, notify Jenna Marie, we charge for delayed timelines and it is direct payment to staff.

### **Parking**

-always valet when no self park, to be covered by client, usually indicated on timeline

### **Trials**

-google calendar invite for booking and information (will read "PAID" in subject line once confirmed)

-please perform up to two looks within reason

-hair and makeup trials are 3 hours, no longer (PLEASE NOTIFY JENNA MARIE IF TIME EXCEEDS)

-hair or makeup only trials are 1.5 hours, no longer (PLEASE NOTIFY JENNA MARIE IF TIME EXCEEDS)

-must take photos and text/email after, have client face light source (natural light is best), makeup should have 2 (eyes open/eyes down), hair should have 4 (front, back, left, right)

### **Photos and social media**

-always announce work for and hashtag / tag company on all platforms #kissthismakeup @kissthismakeup

### **Touchups**

- act as bridal valet (hold dress, treat like photoshoot during photos)
- good for all that had a service, but catered to bride
- party receives a lip container and brush applicators when you leave
- location changes will be indicated on timeline if happening
- be sure you go with the bride to their photos

### CHICAGO/DALLAS

Brides standard\*

-receives airbrush , lashes, contour/highlighting if desired on trials/engagements/wedding days and a touchup kit wedding day

Party standard\*

-receive traditional

#### **ADDONS**

-airbrush can be added for an additional \$20

-lashes can be added for party for an additional \$20

-hair extension placement and hair length mid back and longer is \$20 additional

-add curls to blowout \$20

### ORLANDO/TAMPA/FORT MEYERS/CHARLESTON

Brides standard\*

-receives traditional , lashes, contour/highlighting if desired on trials/engagements/wedding days and a touchup kit wedding day

Party standard\*

-receive traditional

#### **ADDONS**

-airbrush can be added for an additional \$20

-lashes can be added for party for an additional \$20

-hair extension placement and hair length mid back and longer is \$20 additional

-add curls to blowout \$20

### SOUTH FLORIDA

Brides standard\*

-receives airbrush , lashes, contour/highlighting if desired on trials/engagements/wedding days and a touchup kit wedding day

Party standard\*

-receive airbrush

## ADDONS

- lashes can be added for party for an additional \$20
- lashes without makeup application \$30
- hair extension placement and hair length mid back and longer is \$20 additional
- add curls to blowout \$20

Any other added services please call Jenna Marie to inquire for price day of wedding.

Remember we sell hair accessories. Refer bride to hair accessories. [www.haircomesthebride.com](http://www.haircomesthebride.com)

We also sell LipSense (SOUTH FLORIDA)

We sell hair extensions (CHICAGO & SOUTH FLORIDA)

IF YOU RUN OUT OF TOUCHUP KITS FOR BRIDES, NOTIFY JENNA MARIE!

*WHEN IN DOUBT ALWAYS ASK! Welcome to the Kiss This Beauty Team! XxXx Kisses xXxX*