



## NEW HIRE IMPORTANT INFO

### Bookings

- done by text, recorded on icloud notes (android users please create an icloud account and let us know so we may share your link with you, you can access your bookings on a desktop/laptop)
- booked (confirmed) and pending (always touch base if you have something come up when you are on hold)
- group texts go out weekly with Jenna Marie, bride/client/planner, and staff working on it, be sure to confirm in group text for your upcoming booking and introduce yourself to client
- please email [office@kissthismakeup.com](mailto:office@kissthismakeup.com) about anything you need
- in case of emergencies always text/call Jenna Marie, 8479095613
- 1 month of 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 2 hours from finish time for another booking after or before a wedding start/end time

### Invoicing

- must be submitted weekly by Tuesdays at 3:00 PM EST to [admin@kissthismakeup.com](mailto:admin@kissthismakeup.com), must be separate per each booking, please attach a document saved as a PDF 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 (\$50-\$75 PH)
- all add ons are \$20 reimbursement (refer to bottom for each locations add ons)
- early start pay is before 7 AM (Chicago/Dallas) and 8 AM (FL), \$20 per each half hour prior to those times
- if holiday pay is applicable, you will be informed prior
- any advanced gratuity will be emailed to you to include in your invoice for that job

### Lead

- point of contact for staff and bride (whomever is placed with the bride)
- in charge of taking count for add on services for team, may not leave before confirmation of payment for add ons, payment can be made via Zelle to [office@kissthismakeup.com](mailto:office@kissthismakeup.com) from the main client/bride only
- 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 Zelle to office@kissthismakeup.com (please call if they do not have Zelle), only payment can come from main client/bride
- 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 personal app accounts as well
- please take note of and report add ons in your invoice, all add ons must be paid for in order for payout

## 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 Tuesday/Wednesday after event with proper invoicing, allowed time is 30 days

## Timelines

- please download OneDrive and create account (its free), save this link to view timelines [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
- timelines will have all of the info you need from location, time arrival, brides contact, who else is working
- locations are CHI (Chicago), SFL (South Florida), ORL (Orlando), 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 Zelle to office@kissthismakeup.com, 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 Zelle, 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
- timelines can be adjusted up to one hour in time change from initial draft up until 2 weeks prior to the event, any time changes after that will be confirmed with staff before approval with client

## **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)
- respond to trial prep email that you are cc'd on to client
- 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
- you may NOT use any professional photos for your own marketing on any platforms

## **Touchups**

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

## CHICAGO/DALLAS/ORLANDO

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 PRICING FOR CLIENT**

-airbrush can be added for an additional \$30

-lashes can be added for party for an additional \$30

-lashes without makeup application \$30

-hair extension placement and hair length mid back and longer is \$30 additional

-add curls to blowout \$30

## 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 PRICING FOR CLIENT

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

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 sell hair extensions (CHICAGO & SOUTH FLORIDA & Ship Elsewhere)

IF YOU RUN OUT OF TOUCHUP KITS FOR BRIDES, NOTIFY Dorothy [admin@kissthismakeup.com](mailto:admin@kissthismakeup.com)

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

KISS THIS MAKEUP