



## **Standards & Procedures**

### **Tools and Products that Need Special Attention:**

- Mascara tubes are warm, damp and dark being perfect for the proliferation of bacteria. Always use a separate brush to apply mascara and keep the tube free from dried up product. Replace mascara often to keep this fresh and safe.
- Lips can pass on infections such as cold sores and stomach bugs. This is exacerbated by the moist nature of most lip color. Always use a spatula to remove lip product and work from this, cleaning or disposing of it when finished. Never let lips get near the actual product.
- Keep dirty brushes in a separate area from clean ones at all times.

### **Disposable Kit Items:**

- Disposable mascara wands.
- Plastic or metal spatulas can be used to remove creamy products from containers.
- Disposable sponge applicators.
- Cotton buds can be used to tidy up make-up, smudge kohl and dab make-up around areas such as cold sores.

### **Cleaning Make-up, Hair Tools, Brushes:**

- Brushes should be cleaned with a solvent de-greaser such as Solvo, or 97% and higher grade alcohol, or makeup brush cleaners.
- A gentle anti bacterial wash can then be used to finish the cleaning process.
- Lipsticks or cream make-up sticks should be cleaned periodically by spraying with surgical spirit, wiping over and slicing the tops off with a sharp knife.
- Use a wet-wipe to clean away dried and crusted product from tubes, jars or bottles. This old, sticky product can harbor bacteria and stop a container from sealing tightly when closed.
- All equipment must be cleaned between uses.

### **Skills & Knowledge**

- Technical, artistic and practical knowledge about how to apply make-up/style hair.
- An understanding of different make-up/hair products.

- Knowledge of the latest make-up/hair styles and colours.
- Good communication and people skills.
- An understanding of camera and lighting techniques.
- Time management skills.
- Research skills, if working on productions set in a certain era.

**Personal Qualities:**

- Friendly.
- Able to relate well to people.
- Good listener.
- Reliable and punctual.
- Handles criticism well.
- No profanity.

**Medical Event:**

- Notify 911.
- Proceed to notify your day of coordinator, Lead staff or managing member of Kiss This Makeup, LLC.

**Social Media:**

- As being in a creative world, it's encouraged to raise awareness, Facebook, Twitter, Instagram, LinkedIn, and social media sites are permitting and use of Company's name may be used in good faith. All published information or statements not in good faith shall be judged and determined upon for removal of contract.  
#kissthismakeup @kissthismakeup

**Loyalty:**

- Only Kiss This Makeup's information is to be disclosed to any client, perspective client, previous client by freelancer while under contract with Kiss This Makeup, LLC and in place of business.

**Attire/Appearance/Hygiene:**

- Freelancer is to wear all black at all times. Mini skirts, midriff, and cleavage are not permitted. Please wear Kiss This Makeup apparel.
- Flip flops are not permitted, nice sandals are okay.
- Makeup/hair must be clean, done, styled.
- All Nails must be manicured and well maintained.

- Light perfumes are okay, keep it minimal.
- Jewelry should be keep to necklaces and earrings. Minimal wrist and hand jewelry.
- Beauticians should wash their hands before and after attending a client.
- Any cuts, wounds, etc must be covered.
- Please inquire about tattoos.
- No smoking, alcohol, or substances of any sort are permitted while under contract with Kiss This Makeup, LLC.

**Bookings:**

- All bookings must be confirmed in addition to text messages, by email with receiving day of timeline.
- Freelancer must give 3 months notice to cancel a booking and not have had a trial with bride.
- Freelancer must invoice Company once a week for jobs completed. Proper Documentation will be emailed and provided for Freelancer.  
[info@kissthismakeup.com](mailto:info@kissthismakeup.com)
- Pay periods will be every 2 weeks at minimum, typically 24-72 HRS from invoicing. Payment will not be provided without a proper invoice. Payment is available by Zelle. If you do not have Zelle you can set up an account through with your bank.

By Signing Freelancer, \_\_\_\_\_, agrees to comply and uphold standards and procedures expected to be consistent in and to relation with Kiss This Makeup, LLC.

Signature of Freelancer, \_\_\_\_\_

Date, \_\_\_\_\_