

Congratulations!

We are so excited to be considered for your glam squad for your big day! Below we have outlined all you need to do to secure our services and help organize your information so that we can help you plan your services as easily as possible.

Here's what to do:

- **Frequently Asked Questions**- Check out our FAQs to answer any
- **Special Occasion Form**- A great way for us to get all the details laid out to plan your event
- **Pricelist**- our special occasion service menu & prices, contact us with the number of services, locations, & timeline for a estimated breakdown.
- **Client Information Form**- this is for you to fill out about you so that I know what kind of hair/skin you have and how we can best prepare to give you the best look for your day.
- **Wedding Party Info Form**- like the Client Info Form, but a little less detailed. This is a tool to help both of us organize your party's styles, pricing, and timing.
- **Checklist**- this lays out everything you need to know about booking and preparing for your wedding.

To fill out the forms you can either follow the link to E-sign (<https://get.adobe.com/reader/>) or print, fill, scan (or return in person).

Don't forget to contact us for an appointment for a contract signing (either in person or over the phone).

For questions or help with anything feel to contact us via our email merakihouseofstyleinfo@gmail.com or 270-538-9004. We look forward to being a part of your wedding team!

Your Meraki House of Style Team

Frequently Asked Questions

I'm ready to book my wedding with Meraki House of Style, what's my next step?

- Thank you! We are looking forward to being your glam squad for your big day!
- Contact us to check for availability for your event; it's best to do this as soon as possible, popular dates and seasons book up fast for our busy stylists.
- Fill out the forms in the Wedding Packet.
 - Fill out the forms; to E-sign <https://get.adobe.com/reader/>, or print & fill out & return (pages 4-13), schedule a contract signing with us if you're local, or via phone if you're out of the area (if unable to print, please let us know ahead of time so that a printed form can be provided for you, you may need to arrive to your signing appointment 15 minutes early to complete the forms).
 - Check with all of your wedding party members to see who wants what kind of services, and fill this out in the Wedding Party Info form. We invite you to share our social media (@merakihouseofstyle on Facebook & Instagram), or our gallery on our website (www.merakihouseofstyle.com) so that they can see our work to determine what services they'd like.
- Once you have your packet completed its time to set up a contract appointment with us. This is a great 30-minute appointment to sit down with us to discuss details, and organize your personal glam squad for your party
 - Once your forms have been submitted to us and you have paid your deposit, your wedding date has been secured. Your next step is to set your trial date and enjoy your engagement!

How much will it cost?

- Our pricing is based off our price list included in the Wedding Packet. However, add-ons such as but not limited to on location, travel, additional stylists, extension applications, specialty hair or makeup, holidays, or work outside of our office hours may incur extra charges. If you include those details when you contact us we'll be happy to provide an estimate to better help you plan.

Can I book a trial for my service?

- Yes, a trial service is recommended to see your look before your event. If planned in advance with your stylist this can often be done the same day as a fitting so that you can see your look come together.

I have booked my wedding, but I have more party members changing/adding services?

- Wedding days are on a tight schedule often times, therefore it is vital that any changes to the amount of services or members needs to be communicated to your stylist as soon as possible. Preferably your wedding party needs to limit any changes and finalize the schedule and services at least two weeks before the event. After that, additions to the schedule may have to wait to see if they can be worked in on the day.

How and when is payment handled on the wedding day?

- Your stylist will work with you to provide an estimate for your services. Payment is due upon completion of your service. If you prefer that your party members pay individually, please communicate these preferences to your stylist and your party members. Your stylist will communicate to you and your party their payment options. Please note that working with a large party is already a hectic day and making change or running cards for multiple members can eat into an already packed timeframe. Stylist rarely carry change, please have your party plan accordingly.

What about tips?

- Tips are always appreciated, and a great way to acknowledge a job well done.

Can I reserve the salon for my party?

- Yes! Our beautiful, uniquely appointed private/semiprivate salon suites makes our space the perfect venue for hosting your wedding party to get ready.



Special Occasion Contract

Portions highlighted in pink are to be completed by the stylist. Once completed you will be sent a copy to approve.

Contact Information

Name: _____ Date: _____

Future name change (if any change): _____

Phone: _____ Email: _____

Preferred Method of Contact: Call Text Messenger Email Role: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Social Media Handle: _____ Initial for permission to be tagged: _____

Social Media Event Hashtag/Geotag: _____ Platforms: Facebook Instagram

Referred by: _____

Occasion Information

Occasion: _____ Occasion Date: _____

Location of services: Salon On Location Mileage: _____

Venue Name: _____

Venue Address: _____

City: _____ State: _____ Zip: _____

Is this the same address as the preparation site: Yes No

Preparation Site Name: _____

Preparation Address: _____

City: _____ State: _____ Zip: _____

Miles apart: _____

Total Miles (Roundtrip): _____

Wedding Planner Information

Wedding Planner: _____

Contact Information: _____

Photography Information

Occasion Start Time: _____ Photography Start Time: _____

To be completed by stylist. Subject to change if additional members or services are later requested.

Stylist Start Time: _____ Stylist End Time: _____

(Please allow time for driving, getting dressed, and photographs)

Will the photographer start with “getting ready shots”? Yes No

Is this included in the start time? Yes No

Photographer: _____

Studio: _____

Contact Information: _____

(This is to obtain permission to post pictures)

Please sign to allow your photos to be posted to the stylist’s Facebook and Instagram:

X _____ Date: _____

(The client reserves the right to select the pictures)

The stylist reserves the right to personally photograph their work, this supersedes any event photography work on site. This will in no way interfere with photographer’s work.

Intellectual Property: In the event that any copyrighted work(s) are created as a result of the Services provided by Vendor in accordance with this Agreement, Vendor owns all copyrights in any and all work(s) it creates or produces pursuant to federal copyright law (Title 17, Chapter 2, Section 201-02 of the United States Code), whether registered or unregistered. Any and all products, whether tangible or intangible, produced or created in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by Vendor and may be used in the reasonable course of Vendor’s business.

Permitted Uses of Product(s). Vendor grants to Client a non-exclusive license of product(s) produced with and for Client for personal use only so long as Client provides Vendor with attribution each time Client uses Vendor’s property. Personal use includes, but is not limited to, use within the following contexts:

1. In photos (professional or otherwise) on Client’s personal social media pages or profiles
2. Print media.
3. Web publications (i.e., personal websites or online wedding articles)

Crediting: Credits shall be listed as:

- Hair or makeup (as applicable) @hairbydanaokey

*Tags will be provided in the event of additional stylists.

Please thoroughly read the contract below, any questions or changes you would like to discuss should be brought to the attention of your stylist prior to signing. After signing any changes will need a new contract unless otherwise specified by your stylist.

Please initial below to each section to note that you approve of its contents.

Deposit: A deposit of \$100.00 is due to hold the day. **This is non-refundable should you cancel the wedding date for any reason.** The deposit will be deducted from the final payment.

Initial: _____

Trial run: A trial run is recommended for the bride. This needs to be booked at least 30 days prior to the wedding day. Based on availability, the actual appointment can be up to 1 week before the wedding. The trial will take place in the salon. There is a fee dependent on the services requested. The trial payment is required the day of (either in full or the difference after the deposit).

Initial: _____

Travel: Travel fees will include mileage and a setup fee. The bride will be responsible for parking fees the stylist must pay on location. Any additional services or for locations over 25 miles may require an additional deposit, and or additional travel fees. Your stylist can advise before signing your contract. If a large party is the case and multiple stylists are required there will be travel fees for the additional stylists as well.

Initial: _____

Party Members: Please fill out the included party info form. This is to help keep open communication between bride and stylist on how many and what services will be needed for the party. Any subtractions or additions must be confirmed at least two weeks before the event date. In the event that members cannot or choose not to have a service after the two week confirmation the bride is responsible for either filling that spot or paying for the services confirmed. To avoid this please communicate this to your party members.

Initial: _____

Timeline: The bride and stylist will work together to determine a timeline conducive to both parties schedules well in advance of the event. Your stylist will need to be made aware of any changes no less than two weeks before the event, (this does not guarantee that your stylist can accommodate these changes). It is strongly discouraged to deviate from this timeline due to other client commitments. Failure to communicate these changes, or tardiness by the party resulting the stylist to work outside of the agreed timeline may result in additional charges or forfeiture of services (the bride will still be responsible for payment of any and all services agreed upon).

Initial: _____

Wedding Day Logistics: On the wedding day, the hair and or makeup will be done following a schedule. The stylist will provide a timetable that he/she feels is conducive to completing the party by the arranged deadline, it is not recommended to change this time, and the bride must communicate any changes to the stylist as soon as possible. The bride must communicate the importance of being on time and properly prepared to their party requesting services. Failure to comply (i.e. wet, tangled, heavy product hair, or a made up face thus requiring additional prep time to remedy) will result in additional time and therefore fees. Please, communicate the importance of this to all of your party members in order to prevent this.

Every person getting their hair styled must have their hair already blown completely dry. The stylist will not allow time for this. If such a case arises, the stylist will charge extra to blow dry (if time permits) or the service will be forfeited, and the charge will still apply. The same is required of makeup services, the client must be ready with a clean and moisturized face, free of any pre-existing makeup. Please have any accessories for the service ready and on site. The Bride must confirm and commit to the number of services stated in the Client/Party information sheets. Please encourage all party members to have their desired style decided on and a picture readily available. Especially for large parties as the time taken for lengthy consultations will limit the stylists' time with your other members. We offer a reminder checklist to forward to your party members through our website to help with communication. It is strongly recommended to send this to all of your party that have booked services in advance of your day to help them best prepare.

Parties of 6 or more or requesting multiple services (hair and makeup for multiple members) may require the services of a second or multiple stylists to complete the services in accordance with the agreed upon timeline. Additional travel and setup fees (possibly deposit for very large parties, ask your stylist) will apply for each additional stylist. Please advise your stylist as soon as possible if your party has new additions so that she can hire further stylists as needed.

Charges will include all people stated, any and all special arrangements (travel, set up, retouch services, etc.). In the event that additional people request to have their hair and/or makeup (time permitting) this service is not included in the agreed upon price, and will be charged in accordance to the service requested.

The stylist needs a designated space to set up when on location. The bride is responsible for clearing an area before the stylist arrives. The stylist will need a work area near an outlet in a no walk-through traffic area. The stylist will provide her own chair, table (based on size of space), extension cord, and tools. Please communicate if you will have on-site hair and or makeup with the venue to have the space ready and prepared (some venues may need to clear the space or put down protective flooring) before the stylist arrives. If your party is requiring multiple on-site stylist more space will be needed.

In the event the bride and or the party is late or unprepared that may prohibit the stylist from successfully completing any or all of the services within the schedule agreed upon, the bride is still responsible for the full agreed upon payment.

The stylist is not responsible for the elements: rain, snow, wind, hail, humidity, etc. can affect the hair and or makeup. The stylist may recommend a different style to compensate for the weather but cannot completely guard against it.

In the event services cannot be performed due to insufficient work conditions or tardiness, all fees still apply. The stylist will not be held liable for any injuries that should arise while on location.

Initial: _____

Wedding Day Payment: The bride agrees to pay in full on the wedding date. The total amount due is based on the wedding day services requested, and travel. The total fee is due to the stylist as described, regardless of internal arrangements between the bride and the others receiving services. **If the clients are requesting to pay individually this will need to be discussed with the stylist ahead of time.** The payment can be cash, cashier's check, or by credit card (**if Wi-Fi available, please make arrangements with your venue ahead of time**). If members are paying individually, exact change is encouraged as the stylist may not be able to break multiple big bills on location. As a safety measure, our stylist do not carry an excess of \$200 in change in the salon or on location. Tipping is allowed and most appreciated.

Initial: _____

Reserving the Salon: The salon is available to host your party privately. The fee to host your private party at the salon starts at \$250 (a timeline & exact party number will dictate pricing), this is in addition to any services requested. Salon reservation must be requested a minimum of 4 months before the date. This fee is only requested for a private party and is not due if the bride has decided to have the services executed in the salon; however, it is recommended for parties of 6 or more. A deposit of \$125 will be required, this is in addition to the stylist deposit. The deposit must be paid 30 days prior to your event to secure your reservation of the salon.

Initial: _____ (Only if reserving the salon applies to your event)

Payment Information

Credit Card information is only to be filled out in the salon, and will be processed immediately, information will not be kept on file. If mailing your contract in please submit a check or call to set up other arrangements if you are unable to come to pay in person for your deposit.

Deposit: _____ Date: _____ Payment Method: _____

This contract and deposit are due in order to hold your wedding date. Failure to secure the contract and deposit the date will be released and made available on a first come, first served basis. The Bride must confirm and commit to the number of services stated in the forms provided, in the event that anyone in the party cannot make their appointment the day of, a replacement can be made to fill the opening. If the opening cannot be filled the bride will still be responsible for the full payment, as per agreed in the signing of the contract. One stylist will be guaranteed on the wedding date. The stylist will be available for a maximum of 6 people (or less if requesting multiple services), including the bride, requesting services. If there are 7 or more people requesting services another stylist must be hired on to help, in this event the contract must be submitted 60 days prior to the wedding date. Upon receipt of this contract, the stylist will total the amount that is due on the wedding date as well as provide a detailed schedule to the bride. All party members are encouraged to adhere to this timeline for the stylists to complete on time. Brides are encouraged to urge their party members to be on time and prepared for their services, so that the stylist can do her part to complete her services in the timeline given. Should the stylist have a personal emergency that prevents her from performing services as agreed, all efforts will be made so that a replacement stylist will be present to perform the contracted services. Should an emergency occur so last minute that no stylist can be made available, all deposits will be refunded.

“I, _____ (Print name) understand and agree to all the conditions stated in this contract”.

This Section is only to be completed once Stylist and Client agree upon pricing and set location.

*Party Total	\$_____.	___
Paying Separately ___	Paying Together ___	
Setup Stylist # _____	\$_____.	___
Travel Stylist # _____	\$_____.	___
Set up/Travel Divided ___	Paid by Bride ___	
Deposit	\$_____.	___
TOTAL	\$_____.	___

*Parties consisting of more than the bride can have an itemized list (by request) and total provided after the bride and stylist have discussed all the party members and their services. Subject to change if different styles or additional members are requested.

Bride: _____ Date: _____

Stylist: _____ Date: _____

Special Occasion Price List

Prices may vary dependent upon style desired and products needed. For an exact estimate a complimentary consultation is encouraged.

Makeup

All Makeup services come with a consultation and skin assessment the day of. For the best results, please fill out the client information form and turn into the stylist 24 hours before your event.

Bridal Airbrush \$145

Party Member Airbrush Makeup \$95

Recommended for a lasting, flawless finish. Able to withstand tears, sweat, and humidity for your event

(Primer, Airbrush Foundation, Contour/Highlight/Blush, Brows, Eyes, Lips, False Lashes)

Bridal Makeup \$130

Party Member Special Occasion Makeup \$80

(Primer, Base, Contour/Highlight/Blush, Brows, Eyes, Lips, False Lashes)

Hair

All Makeup services come with a consultation and skin assessment the day of. For the best results, please fill out the client information form and turn into the stylist 24 hours before your event.

Bridal Hair \$130

Party Member Hair \$80

Location, Trial & On-Site Services

In Salon

Salon

No Additional Charge

Private Salon Rental

\$250*

(Recommended for Parties of 6 or more, price may vary

depending on setup, cleanup, & hours reserved)

On Location

Set Up Fee

\$30*

Mileage

\$.90 per mile*

(Roundtrip)

Retouch Service

Retouch services available for after pictures, ceremony, etc. Price is determined by the amount of time and services that will be needed to maintain your look. Price will be determined after discussing time table and locations with the stylist.

Bride: _____

Date: _____

Stylist: _____

Date: _____

Client Information form

Please fill out the form and any or all the areas that apply to you, this is to help your stylist come up with a plan to take care of your hair and makeup needs for the big day. If you are only getting hair or makeup services just fill in the section that applies to your services requested. Of course, all your information will be kept confidential.

Portions highlighted in pink are to be completed by the stylist. Once completed you will be sent a copy to approve.

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Hair

Hair color: Blonde Brunette Auburn Dark Brown Jet Black

Hair Type: Fine Medium Course Hair Texture: Straight Wavy Curly

Does your hair hold curl easily? _____

Hair concerns: _____

Favorite Products, if any: _____

Skin

Skin Type: Very Dry Dry Combination Oily Sensitive

Skin Concerns: Dryness Redness Dark Spots Breakouts Acne Pores Sensitivity

 Wrinkles Lines Blemishes Uneven Skin Tone Scarring Dark Circles

Additional Skin Concerns: _____

Do you use Moisturizer? Yes No Moisturizer Type/Brand: _____

Age Range: 13-19 20-29 30-39 40-49 50-59 60-69 70-79 80-89 90-99 It's My Secret

Favorite Makeup Products, if any: _____

Foundation Coverage Preference: Full Medium Light No Foundation

Estimated Time: _____ Start Time: _____

Wedding Party

Please fill out the form and any or all the areas that apply to you, this is to help your stylist come up with a plan to take care of your hair and makeup needs for the big day. If you are only getting hair or makeup services just fill in the section that applies to your services requested. Of course, all your information will be kept confidential.

Portions highlighted in pink are to be completed by the stylist. Once completed you will be sent a copy to approve.

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

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Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____

Name: _____ Role: _____

Hairstyle: _____ Price: _____

Makeup: _____ Price: _____

Payment: _____ Estimated Time: _____ Start Time: _____



Checklist

- **Check Out Our Portfolio:** Either in the salon or via your stylist's social media to see if our work best suits your style. @merakihouseofstyle.
- **Review Pricing;** If getting multiple services, on location, and mileage will apply an estimate can be provided to you. If party members will be paying for their own services, it's a good idea to make sure this works for their budget.
- **Review Contract and Fill Out Forms:** Complete your Special Occasion, Client Information, and Wedding Party Forms. These are all tools to help us both organize our thoughts and know how best to take care of you and your party.
- **Contract Signing;** Book a contract signing if you're local or arrange send your contract in with your payment to secure the services for your day. This is typically a 30-minute session.
- **Book Trial:** Its best to schedule this at least a month before your event.
 - Pro Tip: It's a good idea to plan this in advance to coordinate with any pictures or alterations appointments so you can see your look all together.
- **Attend Trial:** No matter the style of the service you're requesting, the trial is vital to see your look and come up with a game plan so that everything will run smoothly the day of. We'll also use this time to finalize our timeline for your event and discuss any and all details to best prepare for your day. Typically, 1 hour for hair/makeup, for both hair and makeup plan for 2 hours.
 - Pro Tip: Take LOTS of pictures, preferably in your wedding attire so you can see it all together and make mental notes of any changes.
- **Remind Party Members:** We get it, there's a lot to keep up with as a bride and a party member! That's why we are always happy to send a separate email with pricing, schedules, and helpful reminders for you to send to your party to help them best prepare themselves for their services.
 - Pro Tip: Send our Wedding Reminders PDF to your party to help communicate logistics, (www.merakihouseofstyle.com, select the weddings tab, scroll all the way down to the Wedding Party Reminders, download the PDF to send to your party members)
- **Get Ready & Get Hitched:** This is why we prep, do trials, and stay organized so that when it's the day of, you can relax, get gorgeous, and enjoy the best day of your life!
 - Pro Tip: Designate a party member to deal with your phone! You will have a much better day and service if you can sit back, enjoy, and let your stylist take care of you, instead of fielding calls, texts, and questions. This is YOUR day, enjoy it!