

Wedding Packet

Beauty planning for your special day

Primary Contact: _____

Wedding Date: _____

Address: _____

Preferred Start Time: _____

City / State / ZIP: _____

Must Be Finished By: _____

Phone Number: _____

Email Address: _____

Dear Studio 890 Guest,

Congratulations, and thank you for choosing Studio 890 Salon for your wedding-day beauty services. As your wedding coordinator, I will help ensure that your appointments and arrangements are carefully organized.

Please complete all enclosed forms and return them as soon as possible. We accept a limited number of wedding parties each day, and completed information helps us reserve and coordinate your services. You may return the packet by email, mail, or in person at the salon's front desk.

After we process your information, we will provide a complete reservation summary for your review.

Important Reservation Details

- \$150 service fee
- A 50% deposit is required to reserve all appointments.
- The remaining balance is due 30 days before the wedding date.
- Accepted payment methods: Cash, Check, Visa, Mastercard, and Discover.
- A 20% gratuity will be added to the total service amount.

NEXT STEP Complete the bridal-party appointment worksheet and sign the policy acknowledgment.

Wedding Policies

Please review carefully before signing

Deposits and Cancellations. Please plan all appointments carefully. The deposit is nonrefundable. If anyone in the wedding party cancels any or all services, the deposit associated with those reservations will not be refunded and cannot be transferred to another attendee or service.

Reserved Appointment Time. Appointment times are set aside exclusively for your wedding party and limit availability for other guests and wedding requests. Your deposit confirms your commitment to the reservation and Studio 890 Salon commitment to your special day.

Additional Services. This is an excellent time to schedule facials, manicures, and pedicures for an elegant finishing touch. We also recommend scheduling bridal hair and makeup trials in advance.

Changes or Additions. If availability allows, additions may be made before the final payment is due. Please provide all final appointment details no later than one month before the wedding date.

Coordinator Availability. Katrina Johnson, Wedding Coordinator, is available Monday through Friday from 9:00 a.m. to 5:00 p.m. to assist with questions and planning details.

Policy Acknowledgment

I have read and agree to Studio 890 Salon's wedding policies, terms, and conditions.

Primary Contact Name: _____

Signature: _____ **Date:** _____

Wedding Date: _____

Sincerely,

Katrina Johnson

Wedding Coordinator

STUDIO 890

SALON

BRIDAL PARTY APPOINTMENT WORKSHEET

Bridal Party Appointment Worksheet

Primary Contact: _____

Wedding Date: _____

Must Be Finished By: _____

Guest Name (First & Last)	Role / Relationship	Hair Service	Requested Stylist	Bridal Trial Date / Time	Nail Service	Makeup Services	Wedding-Day Makeup?	Lashes
		Bridal \$150 (Senior Stylist \$200) Attendee \$100 (Senior Stylist \$125) Flower Girl \$85			Mani \$35 / Pedi \$60 Gel Mani \$55 / Pedi \$75 Full Set \$100 / Fill \$65	Bride \$125 Attendee \$75	☐ Yes ☐ No	\$20 ☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No
							☐ Yes ☐ No	☐ Yes ☐ No

Notes / Special Requests: _____
