



## BRIDAL AND WEDDING APPOINTMENT REQUEST FORM

Bride \_\_\_\_\_ Wedding Date \_\_\_\_\_

Responsible Party Name (if different than Bride) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Wedding Ceremony Address \_\_\_\_\_

Email Address \_\_\_\_\_

Stylist Request for Bride \_\_\_\_\_ Practice Style Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Stylist Requesting

How Many in Wedding Party? \_\_\_\_\_

Requested arrival time at salon: \_\_\_\_\_ Departure Time Needed by: \_\_\_\_\_

Who is responsible for the bill? **Bride** or **Individually**

Will the Party Room be Needed? **YES** or **NO**

Is the Bride interested in our "WEDDING PICTURE PERFECT" package? **YES** or **NO**  
(See our **Salon Bridal Menu** for package details and pricing.)

If "NO" what services are to be given to the Bride? Please Circle Services to be Provided  
**Pre-Wedding Up-do** **Wedding Day Up-do** **Shellac Manicure** **Makeup**  
**Other** \_\_\_\_\_

### Wedding Party Details:

Number of Bridesmaids \_\_\_\_\_

Names (First and Last Please)

**Circle the Services to be Provided**

**Hair**

**Length**

1. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

2. \_\_\_\_\_ Up-do Wash/Syle Makeup Shellac Manicure Short Med Long

3. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

4. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

- 5. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 6. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 7. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 8. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

Number of Flower Girls: \_\_\_\_\_

Names (First and Last Please) **Circle the Services to be Provided** **Hair Length**

- 1. \_\_\_\_\_ Up-do Wash/Style Makeup Manicure Short Med Long
- 2. \_\_\_\_\_ Up-do Wash/Style Makeup Manicure Short Med Long

Number of Mothers \_\_\_\_\_

- 1. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 2. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 3. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

Others \_\_\_\_\_

- 1. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long
- 2. \_\_\_\_\_ Up-do Wash/Style Makeup Shellac Manicure Short Med Long

As part of our Wedding Agreement, Body Perfections requires credit card information to reserve these appointments. To obtain the service(s) you want on the specific day and time(s) your requesting requires a **\$150.00 deposit, which can be used the day of your wedding day appointments**. No dates or services will be guaranteed without a signed agreement and deposit.

Date \_\_\_\_\_

Credit Card Number - \_\_\_\_\_

3 Digit Security Code on Back of Credit Card \_\_\_\_\_ Zip Code \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Name on Card - \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

## **BRIDAL AND WEDDING PARTY AGREEMENT**

Providing your ultimate Bridal experience is our goal at Body Perfections. We want to help minimize your stress and have you really enjoy everything about your special day. To ensure that the day of your wedding is seamless and enjoyable, we kindly request you agree to the following:

### **PREPARATION**

Please arrive 15 minutes prior to your scheduled service to be checked in and prepare for your service. To avoid any delay in our next guests, your service will need to end on time, regardless of when you arrived. Up-do appointments should arrive with clean dry hair. A wash and blow dry charge will be added to anyone needing extra services.

### **LATE ARRIVALS**

If the wedding party arrives late your tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) and notifies us of a new arrival time, stylists may or **may not** be able to accommodate the new arrival time. If the original contract cannot be fulfilled due to client's tardiness, services may be reduced; however clients are liable for the original amount. **If a wedding party is more than one (1) hour late without making contact with us, the assumption is the client is a no-show. The result is that the client(s) forfeits all deposits for the contracted services, and is liable for the full original amount.**

### **CANCELLATIONS**

As a courtesy to your fellow clients and stylist(s), since your party consists of 4 or more appointments at one time, **we require a cancellation notice at least one full week in advance of the scheduled appointment(s).** In this event a \$25.00 service charge for each cancellation may be assessed. Failure to give cancellation notice as requested will result in a "no show" charge of the full amount of the service(s) scheduled. In order to receive a full refund of your deposit you must cancel at least **one (1) month** prior to your scheduled service(s).

### **CONTRACT/APPOINTMENT CHANGES**

No changes will be made over the telephone. Any request for changes to the original agreement, such as dates, time, service description, etc. must be made in an email and will result in signed/initialed amendments. There will be no appointment changes the day of your service(s).

### **ACCEPTANCE OF AGREEMENT**

Please understand that **you are taking full responsibility for your group**. If you are in agreement, please promptly sign and return to Body Perfections, (email accepted [bodyperfectionsltd@usa.com](mailto:bodyperfectionsltd@usa.com)). We will not consider your appointment(s) firm until the receipt of the signed agreement.

A Deposit of **\$150.00** is required for all wedding parties by Credit Card.

Once the deposit has been made we will book your wedding party. The deposit will be applied to the Bride's account under pre-paid dollars to be used for your wedding day service(s). If each individual is responsible for paying their own rendered Services and there is a remaining balance of credit, it will be refunded back to the credit card on which the deposit was made. **As the Bride, you are responsible for making any cancellation for an individual of your wedding party within one (1) week of the appointment** or a \$25.00 service charge for each cancellation may be assessed. Failure to give cancellation notice as requested will result in a "no show" charge of the full amount of the service(s) scheduled.

I have read the above **Bridal and Wedding Party Agreement** and understand that my credit card may be charged for any no shows or late cancellations of my wedding party.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Planning a wedding is a huge undertaking, and we are honored that you have chosen Body Perfections to be a part of your special day. We offer full bridal salon and spa services to help complete the finishing touches of your wedding. To help us serve you better and ensure your wedding day runs smoothly, we ask that you and your attendants please follow these simple guidelines.*

***Please copy this and distribute to your Wedding Party***

- During your Trial Wedding Hair and Makeup please wear an ivory or white shirt that is close as possible to the color of your wedding dress to ensure that your makeup is correctly matched.
- Please arrive to the salon with clean, dry hair to help the hold of your hairstyle. An additional fee may apply if you request a wash and blow dry or straightening
- Please wear a button down or a zip shirt the day of your appointment(s) also Please remember all accessories (veils, flowers, etc.)
- Please bring flip flops if getting a pedicure
- Make sure your face is cleansed and moisturized prior to arrival at our salon to ensure that your makeup holds all day long.
- If you are not having your makeup done at our salon please have it done prior to your appointment(s). We do not have extra stations for applying your own makeup.
- Bring pictures of makeup and different hairstyles that you are interested in for the makeup artist and hair stylist to consider.
- On the day of your wedding and if you have requested the “Party Room” you are invited to bring in any drinks or light food that you feel will make your day more special. We do offer complimentary tea and coffee, but you may feel free to bring in a more personalized selection.
- Please arrive to your service(s) with your entire party 15 minutes early. Please consider our guests who are scheduled after you. If the wedding party is late for the stylist may or **may not** be able to accommodate the new arrival time. If the original contract cannot be fulfilled due to client’s tardiness, services may be reduced. However, clients are liable for the original total fee.