Traveling Wedding Party Intake Form

Step 1: Complete and return intake form along with the bridal contract and deposit to reserve your day.

Step 2: The bridal coordinator* will review the services needed and check availability. Once reviewed, you will be contacted to go over the schedule to be sure it meets your needs; however, adjustments may be necessary.

*your point of contact in the salon

	Services Available and Times*	
Special Occasion Style(updo)	45+ minutes	Hair must be clean and
Simple Style**	30+ minutes	completely <u>DRY</u> before arriving for any style.
Traditional Make-Up	20+ minutes	Hair that is damp, very long, very thick or requires more
Airbrush Make-Up	30+ minutes	intricate work that may require more time may have additional
Lash Application	15 minutes	charges.

^{*}approximate times

^{**}only applicable for hair shorter than chin length and/or no pin work needed

FEES AND PAYMENT BREAKDOWN			
GUEST NAME	SERVICE FEE	GUEST NAME	SERVICE FEE
BRIDE:		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

AREAS IN GRAY TO BE COMPLETED BY BRIDAL COORDINATOR

TOTAL SERVICE	TAXES	TRAVEL	GRATUITY	GRAND	50%	DATE	BALANCE	BALANCE
FEES		FEE	(20%)	TOTAL	DEPOSIT	PAID	DUE	DUE DATE



515-964-4009

Bridal Contract-Traveling

Congratulations on your engagement! Thank you for choosing Envision Salon Spa to help celebrate your special day. We understand all the hard work and meticulous planning that goes into making your day a true success. Our bridal team knows the way you look and feel on that day is directly related to your beauty experiences prior to your big event. We have taken care of hundreds of beautiful brides and their bridal parties. As a result we know exactly which questions to ask to help you look and feel your best on your big day!

PRIMARY CONT	ACT (BRIDE)		SECONDA	ARY CONTACT
EMAIL:		EMAIL	:	
PHONE NUMBER:		PHON	E NUMBER:	
WEDDING DATE:	LOCATION WHERE HAIR/MAKEUP TAKE PLACE:			
WEDDING VENUE LOCATION:			WEDDING START TIME:	TIME PARTY TO BE COMPLETED:
WEDDING COORDINATOR INFO:				
MISC. NOTES:				
STYLIST(S) TRAVELING:				

1	BRIDE'S NAME:					
	PLEASE MARK MOST ACCURATE					
	HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) C Extra Long(bra line or longer)					
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O	Curly			
OTHE	R NOTES:	1				
	PLEASE CHECK BOXES FO	R SERVICES REQUESTED				
	Special Occasion Style	Traditional Make-Up				
	Simple Style*	Airbrush Make-Up				
	*only applies to short length	Lash Application				
2	NAME:					
	PLEASE MARK M	OST ACCURATE				
	LENGTH: O Short(chin length or shorteng (below collarbone) O Extra Long(br	·	ne)			
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O O	Curly			
OTHE	R NOTES:					
	PLEASE CHECK BOXES FO	R SERVICES REQUESTED				
	Special Occasion Style	Traditional Make-Up				
	Simple Style*	Airbrush Make-Up				
	*only applies to short length	Lash Application				
	1					
3	NAME:					
	PLEASE MARK M	OST ACCURATE				
	LENGTH: O Short(chin length or shorteng (below collarbone) O Extra Long(br	,	ne)			
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O O	Curly			
OTHE	R NOTES:	•				
	PLEASE CHECK BOXES FOR SERVICES REQUESTED					
	Special Occasion Style	Traditional Make-Up				
	Simple Style*	Airbrush Make-Up				
	*only applies to short length	Lash Application				

4	NAME:		
	PLEASE MARK N	MOST ACCURATE	
	LENGTH: O Short(chin length or shortong (below collarbone) O Extra Long(b	er) O Medium (chin length to collarbora line or longer)	ne)
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O (Curly
OTHE	R NOTES:		
	PLEASE CHECK BOXES FO	OR SERVICES REQUESTED	
	Special Occasion Style	Traditional Make-Up	
	Simple Style*	Airbrush Make-Up	
	*only applies to short length	Lash Application	
5	NAME:		
	PLEASE MARK N	MOST ACCURATE	
	LENGTH: O Short(chin length or shortong (below collarbone) O Extra Long(b	er) O Medium (chin length to collarbora line or longer)	ne)
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O (Curly
OTHE	R NOTES:		
	PLEASE CHECK BOXES FO	OR SERVICES REQUESTED	
	Special Occasion Style	Traditional Make-Up	
	Simple Style*	Airbrush Make-Up	
	*only applies to short length	Lash Application	
6	NAME:		
	PLEASE MARK N	MOST ACCURATE	
	LENGTH: O Short(chin length or shortong (below collarbone) O Extra Long(b	er) O Medium (chin length to collarbora line or longer)	ne)
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O (Curly
OTHE	R NOTES:		
	PLEASE CHECK BOXES FO	OR SERVICES REQUESTED	
	Special Occasion Style	Traditional Make-Up	
	Simple Style*	Airbrush Make-Up	
	*only applies to short length	Lash Application	

7	NAME:				
	PLEASE MARK M	OST ACCURATE			
	HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) C Extra Long(bra line or longer)				
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O C	Curly		
OTHE	R NOTES:				
	PLEASE CHECK BOXES FO	R SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up			
	Simple Style*	Airbrush Make-Up			
	*only applies to short length	Lash Application			
8	NAME:				
	PLEASE MARK M	OST ACCURATE			
	LENGTH: O Short(chin length or shorteding (below collarbone) O Extra Long(bra	·	ne)		
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O C	Curly		
OTHE	R NOTES:				
	PLEASE CHECK BOXES FO	R SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up			
	Simple Style*	Airbrush Make-Up			
	*only applies to short length	Lash Application			
9	NAME:				
	PLEASE MARK M	OST ACCURATE			
	LENGTH: O Short(chin length or shorteding (below collarbone) O Extra Long(bra	·	ne)		
DENS	SITY: O Fine O Average O Thick	TEXTURE: O Straight O Wavy O C	Curly		
OTHE	R NOTES:				
	PLEASE CHECK BOXES FO	R SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up			
	Simple Style*	Airbrush Make-Up			
	*only applies to short length	Lash Application			

10	NAME:				
	PLEASE MARK MO	OST ACCURATE			
	HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) C Extra Long(bra line or longer)				
DEN:	DENSITY: O Fine O Average O Thick TEXTURE: O Straight O Wavy O Curly				
ОТН	ER NOTES:				
	PLEASE CHECK BOXES FOR	SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up			
	Simple Style*	Airbrush Make-Up			
	*only applies to short length	Lash Application			
11	NAME:				
	DI FACE MARK M	OST ACCUDATE			

11	NAME:			
	PLEASE MARK MC	OST ACCURATE		
HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) C Extra Long(bra line or longer)				
DENS	DENSITY: O Fine O Average O Thick TEXTURE: O Straight O Wavy O Curly			
OTHE	R NOTES:			
	PLEASE CHECK BOXES FOR	SERVICES REQUESTED		
	Special Occasion Style	Traditional Make-Up		
Simple Style* Airbrush Make-Up				
	*only applies to short length	Lash Application		

12	NAME:				
	PLEASE MARK MO	OST ACCURATE			
	HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) O Extra Long(bra line or longer)				
DENS	DENSITY: O Fine O Average O Thick TEXTURE: O Straight O Wavy O Curly				
ОТНЕ	R NOTES:				
	PLEASE CHECK BOXES FOR	SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up			
Simple Style* Airbrush Make-Up					
	*only applies to short length	Lash Application			

13	NAME:			
	PLEASE MARK MC	OST ACCURATE		
HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) C Extra Long(bra line or longer)				
DENSITY: O Fine O Average O Thick TEXTURE: O Straight O Wavy O Curly				
OTHE	R NOTES:			
	PLEASE CHECK BOXES FOR	SERVICES REQUESTED		
	Special Occasion Style	Traditional Make-Up		
Simple Style* Airbrush Make-Up				
	*only applies to short length	Lash Application		

14	NAME:			
	PLEASE MARK MO	OST ACCURATE		
HAIR LENGTH: O Short(chin length or shorter) O Medium (chin length to collarbone) O Long (below collarbone) O Extra Long(bra line or longer)				
DENS	DENSITY: O Fine O Average O Thick TEXTURE: O Straight O Wavy O Curly			
OTHE	R NOTES:			
	PLEASE CHECK BOXES FOR	R SERVICES REQUESTED		
	Special Occasion Style	Traditional Make-Up		
	Simple Style*	Airbrush Make-Up		
	*only applies to short length	Lash Application		

TRAVEL CONTRACT CONTINUED:

PRIOR TO EVENT

- ❖ A trial **IS** required for hair and/or makeup services for the bride only.
- ❖ The hair and/or makeup trial is **NOT** included in the total price. The trial appointment(s) are a separate transaction from the deposit and final payment.
- Must have at least 3 members receiving a special occasion or simple style, including the bride.
- All members of the party receiving hair and/or makeup services must be on location at least **15 minutes** before their scheduled time.
- All members of the party receiving hair services must arrive with CLEAN, DRY hair. If not, they will be asked to dry their own hair completely and will be charged for the additional time it will take the stylist to complete their desired look.
 - Take note: If too much time is taken to dry the hair, the stylist may not have time for the desired style.
- Please have all members wear something easy to take off (i.e. button down, zip up jacket or robes) so not to disturb the fresh updo/style or wipe off makeup.
- If makeup services are requested(traditional or airbrush), we ask all members to arrive with a fresh, clean face with only moisturizer on the skin.
- Please inform Envision Salon about any members with exceptionally long or thick hair. Refusal to do so will result in additional charges day of.
- The bride or "primary contact" listed above is the only person authorized to submit/request any changes to this contract for this wedding party.
 - Requests for change can only be made through the bridal coordinator your primary contact at Envision Salon). This includes payment transactions.
- ❖ There is a travel fee based on the distance from Envision Salon to your location of hair/makeup.
 - > For travel fee information, don't be afraid to ask the bridal coordinator!
 - ➤ If more than 2 stylists are needed to complete your wedding party, the travel fee may double to accommodate. This charge is also based on distance from the salon to your location.
- ❖ A 20% gratuity charge will be applied to your final price.
- ❖ A 50% deposit of the grand total is required to book your wedding party, along with the intake form and signed contract. The remaining balance is due 2 weeks prior to your wedding date.

- Failure to pay the remaining balance 2 weeks prior to your wedding date will result in loss of your deposit and loss of *all services*.
- Envision Salon requires a valid credit card on file for your deposit and if any additional charges are needed the day of the wedding. We will not give out your information to anyone.
 - > We do not accept payments from multiple members of the wedding party. We request the payments come from the "primary contact" only.

REFUND/CANCELLATION/CHANGES

Envision Salon strives to accommodate any appointment changes as they come. We understand how crazy wedding planning can be! However, there is demand on our time and all changes may not be possible.

- Changes or cancellations made to this contract must be submitted to the bridal coordinator in writing(email). Only the "primary contact" listed above may submit changes, request a refund or cancellation requests.
 - ➤ Envision Salon will send a confirmation email in response to confirm. If you do not receive a confirmation email within **2 business days**, please contact us via phone immediately.
- Cancellations made 30 days or more prior to the wedding date will receive an 80% refund of the deposit made.
- Cancellations made less than 30 days prior to the wedding date are non-refundable.
- Change requests are allowed up until 30 days prior to the wedding date.
 - > Removal of a service of any sort will be non-refundable; pricing will not change.
 - Adding any service within the 30 day window before the wedding will result in price and 1/2. Example: original price \$100, last minute add-on: \$150.
- If any members of the wedding party are not on-site at least 15 minutes prior to their scheduled time, the stylist(s) can refuse the service. No price adjustments will be made.

I will inform my bridal party of all policies stated above. Initial here			
(PLEASE PRINT FULL NAME) I, above terms and conditions. I agree	, have read and fully understand all of the e to all policies and consent to them as stated.		
SIGNATURE	DATE:		

CREDIT CARD INFORMATION

As stated above in the contract, Envision Salon requires a credit card to be on file for the deposit, final payment and any additional charges. After your card is in the system, this page will be destroyed. You also have the option to call or come into the salon to add your card into the system.

CARD NUMBER:		CODE:	ZIP CODE:
EXPIRATION DATE:	SIGNATURE:		

Thank you for choosing Envision Salon for your wedding hair/makeup needs!