

# GLAM HOUSE STUDIOS BRIDAL SERVICES AGREEMENT

Thank you for choosing Glam House Studios! Please carefully review this Bridal Services Agreement. This required agreement is to be completed in full and emailed/mailed to us along with your non-refundable deposit of 50% of the expected cost for bride and or bridal party to reserve the wedding date.

## **PERSONAL INFORMATION:**

Wedding Date:

Bride's First & Last Name:

Spouse's First & Last Name:

Bride's Cell #:

Please name a secondary contact person for the wedding day if we can't get in touch with the bride:

Cell # for secondary contact person:

Bride's Email Address:

Bride's Social Media Addresses:

Instagram:

Facebook:

Tik Tok:

Bride's Mailing Address *Before* Wedding:

Bride's Mailing Address *After* Wedding if different:

## **WEDDING DETAILS:**

Location and Address that Bridal Hair & Makeup will be done:

Arrival time of Makeup Artist:

\*Please allow 30 minutes for makeup per person for everyone in bridal party. Allow 45 mins. to 1 hour for bridal makeup on the bride.

Arrival time of Hair Stylist:

Allow 30 mins. for most updos and short hair. Allow 30 mins. to 45 mins. for most half up half down styles with braids/twists. Allow 45 mins. to 1 hour for curling long hair/thick hair. Please keep these time frames in mind when setting the arrival time.

Bride must be completed by what time:

Bridal Party must be completed by what time:

Will any photos be taken before the ceremony? If so, what time?

Time of Wedding Ceremony?

Name of Ceremony Site:

Address:

Name of Reception Site if different:

## **WE ALWAYS GIVE OTHER WEDDING VENDORS PHOTO CREDIT ON SOCIAL MEDIA. PLEASE LIST YOUR VENDORS BELOW:**

Photographer's Name & Business Name:

Videographer's Name & Business Name:

Wedding/Event Planner:

Hair Stylist/Makeup Artist if not us:

Other Vendors:

How did you find us?

Please include all expected services for the wedding day that you are sure of now. Services/people may be added later.

| MAKEUP PRICING  | PRICE         | QUANTITY | TOTALS |
|---|---------------|----------|--------|
| Bridal Makeup Trial (Includes Faux Lashes)  | \$75          |          |        |
| Wedding Day Bridal Makeup (Includes Faux Lashes)  | \$95          |          |        |
| Wedding Day Bridal Party Makeup (Includes Faux Lashes)                                  | \$75          |          |        |
| Wedding Day Jr. Bridesmaid Makeup (Ages 11 yrs. Under)                                  | \$55          |          |        |
| Wedding Day Flower Girls Light Makeup (6 yrs. & under)                                  | Complimentary |          |        |
| HAIR PRICING  |               |          |        |
| Bridal Hair Trial   | \$75          |          |        |
| Wedding Day Bridal Hairstyle  | \$95          |          |        |
| Wedding Day Bridal Party Hairstyles (Ages 12 +)   | \$75          |          |        |
| Wedding Day Bridal Party Hairstyles for Jr. Bridesmaid & Flower Girls (Ages 11 & under) | \$55          |          |        |
| Travel Fee for 1st stylist  | Contact us    |          |        |
| Travel Fee for 2nd stylist  | Contact us    |          |        |
| TOTALS  |               |          |        |

**HOTEL ACCOMEDATIONS & PARKING FEES** are required for each stylist the night before the wedding for any venue farther than 100 miles away from 114 Brentwood Drive, Oak Ridge, TN 37830 (And 2<sup>nd</sup> stylist's home address), and weddings that require the stylist to arrive before 7:00am over an hour away.

1<sup>st</sup> STYLIST NAME: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_ TRAVEL FEE for 1<sup>st</sup> Stylist: \_\_\_\_\_

HOTEL NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CONFIRMATION #: \_\_\_\_\_

2<sup>nd</sup> STYLIST NAME: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_ TRAVEL FEE for 2<sup>nd</sup> Stylist: \_\_\_\_\_

HOTEL NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CONFIRMATION #: \_\_\_\_\_

**BRIDAL MAKEUP & HAIR TRIALS:** are ***completely optional*** and are done about a month before wedding so that we can assess your skin and hair and any concerns that might need addressing leading up to your wedding day.

\*There will be a \$50 charge for no shows!

**BRIDAL MAKEUP TRIALS ARE DONE AT:** 114 Brentwood Drive, Oak Ridge, TN 37830

**BRIDAL HAIR TRIALS ARE DONE AT:** Hairstylist's salon or at above address.

\*\*Travel fees will be added if the trial is done anywhere besides these places.

**PLEASE CONTACT US TO SCHEDULE YOUR HAIR & MAKEUP TRIAL APPOINTMENT AND ACQUIRE ABOUT THE TRAVEL FEE BEFORE COMPLETING/SENDING THIS AGREEMENT.**

**MAKEUP TRIAL DATE:**

**TIME:**

**LOCATION:**

**HAIRSTYLIST NAME:**

**HAIR TRIAL DATE:**

**TIME:**

**LOCATION:**

**\*\*Each person in your bridal parties' Deposit and Final payment should all be paid to you, the bride. Then bride pays Glam House Studios ONE deposit for the group and ONE final payment for the group to Glam House Studios on Venmo @GlamHouseStudios.**

|   |  |
|---|--|
| <b>YOUR TOTAL AMOUNT DUE FOR THE BRIDE &amp; BRIDAL PARTY</b>   | <b>\$</b>                              |
| <b>A NON-REFUNDABLE 50% DEPOSIT OF YOUR EXPECTED<br/>TOTAL IS REQUIRED TO BOOK YOUR DATE<br/>YOUR 50% DEPOSIT</b><br><small>**Wedding date is NOT booked until deposit and signed agreement are received<br/>Deposit &amp; Final Payment may be made on VENMO @GlamHouseStudios (My name, Shannon Dodd, is also on the page)<br/>I only take Venmo, person checks, or cash.</small> | <b>\$</b><br><br>DUE: Now to book date |
| <b>YOUR FINAL BALANCE DUE</b><br>(Due 7 days before your wedding day)   | <b>\$</b><br>DUE DATE:                 |

**COVID:** If you need to postpone your date, we would be happy to transfer your deposit *if we are available* on your new date.

**REQUIREMENTS:** Location of the makeup application and hairstyling for the day of the wedding will be at the discretion of the bride, but a large table(s)/work area needs to be available along with ample lighting for the makeup artist and hair stylist.

**LIABILITY:** All brushes and products are kept sanitary between every application. If bride or anyone in the bridal party has skin sensitivity or special hair issues, please let the artists know prior to wedding. Clients(s) agree to release the artist (Shannon Dodd) and any other artists contracted by Glam House Studios from liability for any hair or skin complication due to allergic reaction.

**CANCELLATION POLICY:** Cancellations must be made in writing (30) days prior to your reserved wedding date, or you will be responsible for the total amount due that was agreed upon in this agreement. The deposit is non-refundable. If the stylist needs to cancel due to illness or emergency, that stylist is required to find a qualified, experienced professional to take their place and inform them of any prior trial details, pictures, start/end times, directions, or requests. If no other stylist is available, the bride will be issued a refund for any services not performed on the wedding day.

**PHOTO RELEASE:** I authorize my makeup artist and hairstylist to use my/bridal party photos for their portfolios, websites, and any other professional advertisement or professional online pages.

I, Shannon Dodd, the stylist, and any contracted stylists, agree to be available for unlimited contact prior to the wedding, will supply hair, makeup, and skin care supplies, and will be promptly available at the required time.

**Stylist's E Signature:** Shannon R. Dodd **Date:**

I, as the bride, agree to pay the 50% deposit (at booking) and final payment (due seven days before my wedding date) for myself and bridal party to Glam House Studios on time. I and my bridal party agree to be promptly available at required times for trial and on the wedding day.

**Bride's Signature/E Signature:** **Date:**

**PLEASE SIGN, DATE & EMAIL (or mail) to:**

[shannon.glamhouse@gmail.com](mailto:shannon.glamhouse@gmail.com)

Shannon Dodd  
114 Brentwood Drive  
Oak Ridge, TN 37830  
(865) 384-1152

## HAIR & MAKEUP TIMELINE

Your hair and makeup stylist/stylist team will arrive 10-15 minutes before the start time to start setting up. Please inform your wedding venue that we will be arriving early so that we can get in. We will bring everything needed for hair and makeup. **Have everyone arrive with clean dry hair and a clean face. No ponytails or buns!** We will bring a makeup chair. Please have a large table near an outlet and the best lighting. (We bring a lot of supplies so a large 6 foot table would work best) We have a light to use if lighting is not the best.

The chart below is to help you make your hair and makeup timeline for your wedding day. We would be happy to help you with this timeline. Just ask!

- Select an approximate start time for each person so that the day stays on schedule and flows well. Everyone does not have to be there until their scheduled time unless you want them to be. Start the earliest time at #1 and continue to make your timeline.
- Please list everyone's first name that will be receiving our services. We usually do the bride's hair and makeup towards the end of the lineup depending on if you are having photos taken before the ceremony. (Never last!) The mothers, grandmothers, flower girls at the end.
- Is this person getting makeup done? Write yes in the box. Makeup will take 30 minutes per person for the bridal party and 45 minutes for the bride.
- Please state if the person has Light, Medium, Darker Tan, or Dark/Ethnic skin tone AND state if the person has any skin sensitivities or issues that we should be aware of.
- Is this person getting their hair done? Write yes or no in the box.
- If so, what hairstyle they would like. (Write in: Updo, Textured Updo, Half Up- Half Down, Down & Curled...)  
 - Allow 30 minutes for most simple updos and short hair.  
 - Allow 30-45 minutes for curling most shoulder to mid length hair and Half Up-Half Down styles.  
 - Allow 1- 1 ½ hours for curling super long hair/thick hair, adding in extensions, or doing Hollywood waves. (Please contact us about this prior to the wedding day to discuss)
- Please note if this person has any hair issues that we need to be aware of.

|     | START<br>TIME | NAME | GETTING<br>MAKEUP<br>Yes or No | SKIN TONE &<br>SKIN<br>SENSITIVITIES | GETTING<br>HAIR<br>Yes or No | HAIRSTYLE DESIRED |
|-----|---------------|------|--------------------------------|--------------------------------------|------------------------------|-------------------|
| 1.  |               |      |                                |                                      |                              |                   |
| 2.  |               |      |                                |                                      |                              |                   |
| 3.  |               |      |                                |                                      |                              |                   |
| 4.  |               |      |                                |                                      |                              |                   |
| 5.  |               |      |                                |                                      |                              |                   |
| 6.  |               |      |                                |                                      |                              |                   |
| 7.  |               |      |                                |                                      |                              |                   |
| 8.  |               |      |                                |                                      |                              |                   |
| 9.  |               |      |                                |                                      |                              |                   |
| 10. |               |      |                                |                                      |                              |                   |
| 11. |               |      |                                |                                      |                              |                   |
| 12. |               |      |                                |                                      |                              |                   |
| 13. |               |      |                                |                                      |                              |                   |
| 14. |               |      |                                |                                      |                              |                   |
| 15. |               |      |                                |                                      |                              |                   |

\*SEE SAMPLE TIMELINE BELOW!

SAMPLE OF HOW THE FINAL TIMELINE WILL LOOK IF THERE IS **ONE STYLIST**. IT BE SENT TO THE BRIDE THE BEFORE THE WEDDING DAY

|    | START TIME     | NAME                         | SKIN TONE & SENSITIVITIES         | HAIRSTYLE                                |
|----|----------------|------------------------------|-----------------------------------|--|
| 1. | Makeup: 8:00am | Kayla<br>MOH                 | Medium<br>None                    |  |
| 2. | Makeup: 8:30am | Whitney<br>MOB               | Medium<br>Sensitive to fragrances |  |
| 3. | Makeup: 9:00am | Courtney<br>BRIDE            | Medium<br>None                    |  |
| 4. | Hair: 9:45am   | Whitney<br>MOB               |                                   | Half Up Half Down w/Twists<br>curled     |
| 5. | Hair 10:15am   | Courtney<br>BRIDE            |                                   | Boho Bubble Braid Pony                   |
| 6. | Hair: 11:30am  | Kayla<br>MOH                 |                                   | Textured Updo w/ face framing soft curls |
| 7. | Hair: 12:15pm  | Ansley<br>Flower Girl        |                                   | Half up Half Down with braids<br>curled  |
|    | 12:45pm        | BRIDAL PARTY<br>GETS DRESSED |                                   |  |
|    | 1:15pm         | PICTURES<br>BEGIN            |                                   |  |
|    | 4:00pm         | CEREMONY                     |                                   |  |

SAMPLE OF HOW THE FINAL TIMELINE WILL LOOK IF THERE IS **TWO STYLISTS**. IT BE SENT TO THE BRIDE THE BEFORE THE WEDDING DAY

|     | START TIME                       | NAME                         | SKIN TONE & SENSITIVITIES | HAIRSTYLE                         |
|-----|----------------------------------|------------------------------|---------------------------|-----------------------------------|
| 1.  | Makeup: 8:00am<br>Hair: 8:30am   | Rosie<br>Bridesmaid          | Medium                    | Twisted tucked Low bun            |
| 2.  | Makeup: 8:30am<br>Hair: 8:00am   | Kaylee<br>MOH                | Light/Medium              | Twisted ponytail, curled          |
| 3.  | Makeup: 9:00am<br>Hair: 9:30am   | Michaela<br>Bridesmaid       | Light/Medium              | Twisted half up half down, curled |
| 4.  | Makeup: 9:30am<br>Hair: 9:00am   | Katherine<br>Bridesmaid      | Light/Medium              | Curled                            |
| 5.  | Makeup: 10:00am<br>Hair: 10:30am | Mariah<br>Bridesmaid         | Light/Medium              | Braided Mid Bun                   |
| 6.  | Makeup: 10:30am<br>Hair: 10:00am | Shelley<br>MOG               | Light/Medium              | Curled                            |
| 7.  | Makeup: 11:00am<br>Hair: 11:30am | Becky<br>MOB                 | Medium                    | Updo                              |
| 8.  | Makeup: 11:30am<br>Hair: 11:00am | Emma<br>BRIDE                | Medium                    | Updo Low Bun                      |
| 9.  | Makeup: 12:00pm<br>Hair: N/A     | Carrie<br>GOB                | Light/Medium              | N/A                               |
| 10. | Makeup: 12:30pm<br>Hair: 11:30pm | Abigail<br>Jr Bridesmaid     | Light/Medium              | Braided Mid Bun                   |
| 11. | Makeup: 1:00pm<br>Hair: 12:00pm  | Pyper<br>Jr Bridesmaid       | Light/Medium              | Braided Low Space Buns            |
| 12. | Makeup: 1:15pm<br>Hair: 12:30pm  | Jasmine<br>Jr Bridesmaid     | Light/Medium              | Braided half up half down         |
| 13. | Makeup: 1:30pm<br>Hair: 1:00pm   | Adeline<br>Flower Girl       | Light/Medium              | Light curls with half up          |
| 14. | Makeup: 1:45pm<br>Hair: 1:30pm   | Robbie<br>MOH                | Medium                    | Curled down                       |
|     | 2:15pm                           | BRIDAL PARTY<br>GETS DRESSED |                           |                                   |
|     | 3:45pm                           | PICTURES<br>BEGIN            |                           |                                   |
|     | 5:00pm                           | CEREMONY                     |                           |                                   |