



SALON 507

on seventh

WEDDING
INFORMATION PACKET



Hello there!

Looking your best and feeling your best on the biggest day of your life is important. That great feeling starts with our team. Hair and makeup are an essential part of your overall look and shouldn't be left to just anyone.

Salon 507 stylists and makeup artists have been in the industry for over 10 years and our passion for wedding services is endless. To see the look on our clients' face when they see themselves and their vision of their wedding look coming to life, is priceless.

In this packet we will go over everything you'll need to know about the beauty process from start to finish. Thank you for choosing Salon 507 on Seventh!

Can't wait to start working with you!

Cheers!

Courtney Nelson

Owner/Stylist/Makeup Artist of Salon 507 on Seventh





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What You Can Expect From Us



CREATIVITY

Creating one of a kind looks for you and your bridal party. We offer a fresh eye on accessory and flower placement, as well as creative ways to achieve your style

PROFESSIONALISM

We arrive on time and ready to work! We strive to reply promptly to emails and keep you in the loop at all times. We also know that we may show up in the background so we also maintain a professional appearance.

QUALITY WORK

All of our stylists and makeup artists provide beautiful quality work and use only professional products so that we can ensure it will last the day.
(Weather providing of course)

Summary of Salon Policies



BOOKING POLICY

Salon 507 on Seventh requires a deposit and a signed contract to secure your date. The final numbers are locked in and signed off on one week before the wedding.

PAYMENT POLICY

The Salon requires a \$100 non refundable deposit to secure your date. It will then be applied to your final bill. All payments are required before each service is performed and can be paid by each individual, but you are ultimately responsible for final payment.

CANCELATION POLICY

Should you cancel your event up to one week before your contracted date, you lose your \$100 deposit. If you cancel your group within one week of the contracted date you forfeit the \$100 deposit and 50% of the services booked.

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MENU OF SERVICES

BRIDAL STYLE

\$110

We will create a one of a kind style that will not only look amazing, but will last all day.* Whether it's down, up, or both; we know you'll love your finished look. Includes free shared Pinterest Board and email consulting.

FORMAL STYLE

\$85

Don't forget the bridesmates and family! This includes half up and all up styles for hair chin length and longer.

THERMAL STYLING

\$50

This style uses hot tools only and no pinning required for longer hair, or full style for shorter than chin length hair.

TRIAL STYLING

\$85

An hour long session to "play" with your hair to help us determine the perfect look and how to easily achieve it on your big day. Recommended, but not required.

MAKEUP APPLICATION

*Priced per artist

No matter what look you desire, we have the makeup and the talent needed to achieve it. False lashes are an additional \$20 charge.

FLOWER GIRL

\$40

This is for girls 8 and under. We will create any style; up, down, or in between. We are also able to incorporate any accessories, flowers, or crowns you provide. Flower girl will also receive light shimmer shadow, blush, and lip gloss. Mascara per request*

MENS STYLING

\$25

Our services aren't only for women, the guys need to look their best too! Hair and beard styling and complimentary neckline trim.

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MENU OF ADDITIONAL COSTS

ONSITE SERVICES- WITHIN 20 MILES \$50

We will travel to you! We will bring everything needed to make you look you best and you don't even need to get out of your pajamas! Price per stylist listed,

****A minimum of four services per stylist/mua are required for travel****

ONSITE SERVICES - BEYOND 20 MILES TBD

We will travel further than 20 miles but additional mileage and/or lodging costs may apply.

HOLIDAY SERVICES \$100

We are available on some holidays for an additional cost. Holiday refers to the whole three day weekend associated with the holiday. Price per stylist listed.

BOOKING DEPOSIT \$100

This is required, along with a signed contract, to book your date. This will be applied to your final invoice.

OUTSIDE OF WORKING HOURS \$100

The Salon is closed Sundays and Mondays, events taking place on these days are an additional service fee.

*Starting before 8:00 am on any day results in an additional \$25/per hour/per stylist or makeup artist.

How We Will Communicate



CONTACT INFO

507salon507@gmail.com
(218) 834-7520

BUSINESS HOURS

Tuesday - Friday 9:00 am - 6:00pm
Every other Saturday 9:00 am - 2:00 pm

RESPONSE TIME

Please expect a reply within 48 hours during business hours.

PREFERRED METHOD

Email or FB Messenger

Frequently Asked Questions

01. **WHAT HAPPENS TO THE DEPOSIT?**

Your deposit is non refundable, should you cancel your booking at any time. On the date of the booking your deposit is applied to your final bill.

02. **IS A TRIAL REALLY NECESSARY?**

A trial is always optional and never required, but it is a good way to ensure you will like your look the day of. I have had several clients dead set on a style, only to change their minds after the trial because we discover something better. It is also a way to figure out if we will need any accessories, such as hair wefts, to achieve your desired look.

03. **WHAT IF FOR SOME REASON YOU NEED TO CANCEL?**

If it is within 7 days of your event you will be charged 50% of what was agreed upon in the contract unless you rebook for the same amount. Before the 7 day window you would simply lose your \$100 deposit.

04. **WHAT IF THE DAY OF SOMEONE NO LONGER WANTS SERVICES?**

You are still responsible for the appointment that was booked. Your card will be charged 100% of the service and you will be informed who had canceled.

Important Dates

ASAP

BOOK THE DATE

**2-6 MONTHS
PRIOR TO
WEDDING**

**SCHEDULE YOUR
TRIAL**

**CHOSEN
DATE**

**HAIR AND/OR MAKEUP
TRIAL**

**ONE
WEEK
PRIOR TO
WEDDING**

**SEND IN FINAL
COUNTS**

**DAY PRIOR
TO WEDDING**

**FINAL
CONSULTATION**

DAY OF

**WEDDING
DAY**



“

BEAUTY BEGINS
THE MOMENT
YOU DECIDE TO
BE YOURSELF.

- COCO CHANEL

Client Best Practices

DRY HAIR

It is very important for not only the style, but for our timeline. We cannot use our hot tools on wet hair and our timelines are based on styling DRY hair. If we have to take extra time to dry the hair, we are not responsible for going over our timeline.

TO WASH OR NOT?

That is up to you! We prefer no more than one days worth of "wear" on your hair. We don't want too much of your natural oils. Don't worry about it being too clean, we have plenty of products to change that!

KEEPING ON TIME

Make sure your group knows when to be on location. We set up appointment times, but a lot of time we get ahead of schedule so it is good to have them close by so we can keep rolling.

INSPIRATION

Pictures are great references for us! It is so much easier for us to know what you are thinking for your style. Please know that not all styles work for all hair types, and we won't be shy to politely tell you if your picture isn't feasible. But we will work with you to come up with a better option.

CLEAN FACE

If you are getting makeup done, please come with a clean lightly moisturized face and lashes free of mascara. We will do the rest!

HAVE FUN

This is the most important day of your life, but it will also go by the quickest. Try to relax, enjoy the time with your friends and family, and let us do the work pampering you!

YOUR NEXT STEP

Now that you have reviewed what the salon has to offer and how the process works, your first step is to send in your signed contract. You can print and mail it, or you can electronically sign and email it back. I will reach out to you once it has been received and go over our next steps. Thank you, again, for choosing Salon 507 on Seventh!

REVIEW THE CONTRACT

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WEDDING SERVICES CONTRACT

CONTACT INFORMATION:

Name: _____

Cell Phone: () _____ Email: _____

Wedding Date: _____

Please Circle One: In Salon On Location

Offsite Location & Address:

(street address) _____

(city) _____

(state) _____ (zip) _____

Credit Card Number: _____

Expiration: _____ CVC: _____ Zip: _____

Wedding Service List:

Bridal Updo - \$110

Trial Bridal Updo - \$85

Formal Style - \$85

Blowout/Thermal Style on Short Hair - \$50

Flower Girl (under 8) - \$40

Mens Styling - \$25

Formal Makeup - *priced per MUA

False Lashes - \$20

Lash Extensions - \$150*

Offsite Pricing - \$50/stylist (within 30 miles)

*Anything beyond is subject to additional mileage charges and possible lodging accommodations depending on location.

Holiday/Sunday Pricing - \$100/stylist

Specialty Hours Pricing* - \$25/hour/stylist

*Any working hours before 8:00 am or after 2:00 pm

I, _____, agree to the following:

- I have reviewed the salon pricing and service menu listed in this contract.
- There is a \$100 non refundable deposit to secure the date, charged to the card listed above.
This will be applied to the bill on the wedding day.
- Final numbers will be signed off on 90 DAYS prior to the event.
- I understand that if there is a cancellation within 60 days of the contracted date, the card listed above will be charged a 50% of the services agreed upon on.
- Even though each guest can pay individually, I agree that I am ultimately responsible for the total payment the day of the event should someone not make their payment.
- I understand that no refund will be given for members of the wedding party who miss their appointment on the day of the event if they are listed on the contract.
- All clients must come with DRY hair for hair services (unless otherwise agreed upon) and a clean face for makeup applications. If clients come with wet hair, additional charges may apply.*
- Party must arrive at the agreed upon scheduled start time. Salon 507 on Seventh is not responsible for any schedule conflicts created if the party does not arrive on time or come with wet hair.
- Your beauty timeline will be determined by the salon based amount of services needed. We will do our best to accommodate your needs, but request you discuss the timeline with us before arranging a timeline with your photographer.
- In addition to the travel rate, there is a minimum of 4 services per stylist for travel.
- Makeup Artists are independent contractors and will be scheduled accordingly.
- Trial run appointments should be booked 2-3 months in advance. Trial runs are completely optional and are a separate charge.
- Please initial if you are ok with us taking pictures to be used on our site and in our portfolios:_____

Signature: _____ Date: _____

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