

## GLAMBOSS STUDIOS

### POLICY & PROCEDURES

\*See website for bridal specific policies

#### CANCELLATIONS & REFUNDS:

All deposits are non-refundable and cannot be transferred to any other service. Upon cancellation of your event, your deposit will be deemed a "booking fee" and retained.

#### DESTINATION WEDDINGS:

Are considered if we are unable to drive to the destination or if destination is outside of an 8-hour commute. The bride will be responsible for the hotel/resort accommodations as well as round trip flight. Makeup for the bride is \$250 and requires a 50% deposit. This rate includes makeup for the welcoming dinner (if applicable), rehearsal dinner and wedding day. Makeup for the additional bridal party members will be \$70/pp and can be paid at the time of service. Post ceremony touch up is included this rate.

#### MY ASSISTANT:

Glam Boss Studios reserves the right to contract the assistance of additional makeup artists for bridal parties over 7 participants. We pull from a pool of artists that have established and reputable brands, have a quick and expert skill set and are experienced in fast paced environments. We only pair with artists in which we've developed working relationships with based on the previously mentioned credentials. The artist selected will be based on schedule and availability for your day.

#### PAYMENT & CONTRACT:

In order to guarantee your date a signed contract and a 50% deposit are due. All deposits are handled electronically. The final balance is due 3 days prior to venue. An invoice will be sent for the final payment.

##### Post Ceremony Touch-up & Bridesmaid Touch-ups:

During the time the bride is dressing the bridesmaids will receive their final touches. If additional makeup artists are hired to work alongside Glam Boss Studios, we will not retouch, fix or modify the makeup of another artist not contracted by our company. An additional fee of \$75/pp will be billed to the card on file if required to do so.

The post ceremony touch-up is for the bride only. This service will allow you to have your makeup artist with you until after you say "I Do" and to ensure you are perfection going into your formal photos. If you should decline this service, the makeup artist(s) will be leave the once the makeup is completed.

#### THE BRIDE:

Makeup for the bride will begin approximately 2 hours prior to walking the aisle. This to complete final touches to your hair and time to get dressed. If the bride wants a "Look Change" prior to the reception and additional fee of \$100 will be assessed and must be paid prior to venue.

#### TIMING & SCHEDULE:

Our time is your money so spend it wisely! Each bridesmaid will take 45 minutes to 1 hour to complete. Additionally, makeup for the bride can take approximately 1-1 1/2 hours to complete. Please be mindful of this tidbit when establishing the schedule of events. On the BIG DAY, we will arrive 30-45 minutes prior to start time. Please ensure there is a designated area for the glam enhancement to take place.

If the glam enhancement is to be completed more than 1 hour prior to walking the aisle, to accommodate formal photos, the post ceremony touch up will be provided to the bride prior to walking the aisle. We will only remain onsite

for 1 hour after the completion of makeup; if the Post Ceremony Touch Up is added to any package. Any Additional time needed (up to 3 hours) will incur a fee of \$150 and will be billed to the card on file.

#### TRAVEL:

Travel is factored into the rate for local/metro Atlanta weddings only. This rate includes travel to 1 location. If we are required to travel to an additional location, such as the actual bridal venue, an additional travel fee of \$50 will be assessed. The bridal party is responsible for parking fees where applicable.

Weddings outside of metro Atlanta or a 1-hour commute to and from will incur a fee of \$50. We will travel up to 4 hours (to and from) of drive time without Hotel accommodation. Hotel Accommodations must be 3 star or better.

Weddings over an 8-hour commute will be considered Destination Weddings.

CONGRATULATIONS ON YOUR ENGAGEMENT AND PLEASE LET US KNOW IF YOU HAVE ANY ADDITIONAL QUESTIONS  
OR WISH TO MOVE FORWARD.

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