



SALON 507

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*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 have been in the industry for over 15 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 retainer and a signed contract to secure your date. The final numbers are locked in and signed off on 60 days before the wedding.

## ***PAYMENT POLICY***

The Salon requires a \$100 non refundable retainer to secure your date. All services will be paid in full by you before we begin the morning of the event. We accept cash, any major credit or debit card, and venmo.

## ***CANCELATION POLICY***

Should you cancel your event up to 60 days before your contracted date, you lose your \$100 retainer.

If you cancel your group within 60 days of the contracted date you forfeit the \$100 retainer and 50% of the services booked. If there is a cancellation on the day of, you will be charged 100% of the booked service.

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## MENU OF SERVICES

### BRIDAL STYLE

\$150

Your wedding day look deserves extra attention and care. We will create a custom hairstyle of your choice to compliment your dress, theme, and personal style. This includes email consultations, personalized scheduling coordination, and time dedicated to ensuring your wedding day runs smoothly.

### FORMAL STYLE

\$100

Don't forget the bridesmaids and family! All formal styles are priced the same, regardless of whether the hair is all up, half up, or all down. Each look requires the same level of prep, styling, and finishing to ensure it lasts beautifully.

### THERMAL STYLING

\$75

This style is for chin length or shorter hair.

### TRIAL STYLING

\$100

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.

\*If you would like to try more than one style we can add an additional hour for \$50

### FLOWER GIRL

\$50

This is for girls 10 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.

### MENS STYLING

\$35

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

### MAKEUP SERVICES

If you would like us to arrange one of our preferred Makeup Artists, we will book them and coordinate all of the timing for the day of. You will be given their info to book any trials or to go over any additional information needed. Prices are set per artist.

\*You are not required to use one of our preferred vendors and can book someone independently if you choose.

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## MENU OF ADDITIONAL COSTS

### ONSITE SERVICES- WITHIN 40 MILES

\$75

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 4 services per stylist/mua are required for travel\*\*\*

### ONSITE SERVICES - BEYOND 40 MILES

TBD

Anything beyond 40 miles is an additional \$0.75 per mile round trip. Depending on the distance, lodging accommodations may be required as well.

### 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 RETAINER

\$100

This is required, along with a signed contract, to book your date. This is non refundable and covers the time & communication involved in planning for your event to ensure everything runs smoothly on the day of.

### OUTSIDE OF WORKING HOURS

\$100

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

\*Starting before 8:00 am on any day results in an additional \$50/per hour/per stylist or makeup artist.

### PRIVATE SALON RENTAL

\$150

This option is great for large parties that want the space all to themselves. No other clients will be booked during your group time. We will provide a table with linens for you to bring in food and set up on. We also provide coffee, pop, and water for your group. We also provide a complimentary bottle of Champagne and stemless glass champagne flutes as well. There are 3 private rooms for your guests to get ready in, and when you leave you can leave the mess to us! We got it!

# How We Will Communicate



## ***CONTACT INFO***

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

## ***BUSINESS HOURS***

Tuesday - Friday 9:00 am - 5:00pm  
Every other Saturday 10:00 am - 2:00 pm

## ***RESPONSE TIME***

Please expect a reply within 48 hours during business hours.

## ***PREFERRED METHOD***

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

# Frequently Asked Questions

## 01. **WHAT IS THE RETAINER FOR?**

This not only secures your date, but covers the time and communication involved with planning for your event. Phone consultations, email coordination, and all the behind the scenes preparation to ensure everything runs smoothly on the day of the event.

## 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 THE ENTIRE GROUP?**

If it is within 60 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 60 day window you would simply lose your \$100 retainer.

## 04. **WHAT IF AN INDIVIDUAL CANCELS THE DAY OF THE WEDDING?**

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

**TODAY**

**BOOK THE DATE**

**4-6 MONTHS PRIOR TO WEDDING**

**SCHEDULE YOUR TRIAL**

**CHOSEN DATE**

**HAIR AND/OR MAKEUP TRIAL**

**60 DAYS PRIOR TO WEDDING**

**SEND IN FINAL COUNTS AND REVIEW TIMELINE**

**DAY PRIOR TO WEDDING**

**FINAL CONSULTATION & PAYMENT**

**WEDDING DAY**

**RELAX AND ENJOY YOUR 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.

## ***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.

## ***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!

## ***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!

## ***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.

## ***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

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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!

LET'S BOOK IT!

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