

The Elite

MUVA

EMAIL TEMPLATE BUNDLE



By Lauren D'Amelio Ventre

Lauren's initial email to inquire

- When client do not include details of their event/wedding.

Hi :)

Congratulations on your engagement and thank you for reaching out! We would love to be a part of your wedding day, we just need a few more details - Please send the following info:

- your wedding date
- location of your wedding
- time you need to be ready by
- where you will be getting ready that morning
- a photo of yourself to reference (no makeup or filter) along with makeup inspiration photos for your bridal look

I will check Lauren's availability for you :)

All the Best,
Sam Gen
Team Manager, D'Amelio Cosmetics, LLC
@Lauren_DAmelio @DAmelioCosmetics
www.dameliocosmetics.com

Lauren is booked and not available for the date

Hi :)

Congratulations on your engagement!

Lauren is booked for this date :(however, she does have an amazing Pro Team of Makeup Artists and Hair Stylists to choose from. Lauren's pro team has been composed of over a decade long of artists and stylists who interviewed and made the cut out of hundreds. Lauren hand selected their talent and continues to educate them each month with her masterclasses using the same exact products as Lauren.

We need additional information for your inquiry. Please send a photo to reference and where you will be getting ready that morning.

Choose your top 3 choices and I will check their availability for you :)
<https://dameliocosmetics.com/team-new/>

The benefits of booking our Pro Team: you have Lauren's Team Manager help guide you through the booking process via email and create a schedule for your big day that is sent to you. Lauren has insurance on her artists/hair stylists and her Pro Team is very reliable!

The website above is for you to view her Pro Artists. Each member has a number and they are categorized by makeup artists and hair stylists. Click on their photo and their portfolio will open.

All the Best,
Sam Gen
Team Manager, D'Amelio Cosmetics, LLC
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Price list Email

Hi :)

As of now, Lauren is available , 2023 to come to !!

To book Lauren and her Pro Team it is required to book you as the bride plus minimum 5 (five) other makeup applications which the Pro Team will complete along with D'Amelio Cosmetics being the only other makeup team on site for you and your bridal party that morning. Below is her price list to review.

Booking your date: I can only secure your wedding date once I receive a signed contract and non-refundable/non-transferable retainer sent via VENMO. VENMO info will be sent separately. Contracts are to be filled out to the best of your ability. Please add the number of makeup/hair services for your wedding day and your photographer's arrival time.

Filling out your contract: A blank contract is attached to this email. It can either be filled out electronically by hitting TAB or the down arrow to navigate through the document, or printed and filled out. If you are filling it out electronically, it may be easier to use a laptop or desktop computer.

MAKEUP PRICING: LAUREN

Bride

- \$1500.00
 - Touch up Kit: including a mini translucent powder, lipstick & sponge
 - List of preferred vendors (please inquire)
 - Recommended facials & skincare routine (please inquire)

MOB/Bridal Party Makeup with Lauren

- \$250.00

PRO TEAM PRICING: (BRIDAL PARTY, ETC.)

Bridesmaid/MOB/MOG/guests

- \$175.00 each

(We do NOT charge extra for lashes, Lashes are Complimentary)

Price list Email Continued

** Lauren does Bride Only (& only other application is MOB if time allows). Lauren wants to ensure you as the Bride are perfect and not rushed on your big day!

Our Pro Team will accommodate the remainder of your bridal party **

HAIR PRICING: LAUREN

Bride: \$950.00 and up

* If you book Lauren for both Hair & Makeup: \$2400.00

HAIR PRICING: PRO TEAM: (BRIDAL PARTY, ETC.)

Bridesmaid/MOB/MOG/guests

\$175.00 each

+\$50 to add extensions

When purchasing extensions -

<https://www.bellamihair.com/collections/boo-gatti-by-bellami-hair-extensions> and use code LAURENDAMELIO10 for 10% off

Hair/Makeup arrival time before 8:00am: + \$200.00

BRIDE ONLY - TOUCH UPS

(touch ups are scheduled with a Pro Team Artist/Stylist and begin as soon as the makeup/hair services are finished the morning of your wedding)

HALF DAY: up to 4 hours \$550.00

FULL DAY: up to 7 hours \$750.00

HOURLY: \$150.00 per hr (after half/full day rate)

TRAVEL FEE

NEW JERSEY:

Minimum \$250.00 plus parking & tolls

Additional \$0.75 cents per mile (round trip) travel fee /parking/ tolls + hotel stay if needed. *I will book the hotel with your approval.*

Price list Email Continued

NEW YORK: pricing below based on location:

Staten Island: \$250.00 + Tolls/ Parking

Brooklyn: \$250.00 + Tolls/ Parking

Manhattan/ Queens: \$350.00 + Tolls/ Parking

Long Island: Inquire for pricing

Hotel stay for the night prior MAY be required depending on location/traffic (we would not want to be late on your big day)* please inquire for your location

DESTINATION: (travel over 65 miles is considered destination, please inquire for pricing)

Hotel Stay & Flight for my assistant and I (we do not travel internationally alone)

Domestic - Minimum of 2 night hotel stay

International - Minimum of 3 night hotel stay

Lauren: \$1000.00 each day for travel days

Pro Team: \$200 each day for travel days

Mileage & Gas

Car Rental

Baggage check fee for all travelers

Transportation for all travelers

Travel Agent Fee

We will book a hotel and flight with your approval.

HOLIDAY WEEKENDS: pricing may vary

*** Holiday weekend weddings may require a hotel room the night before to avoid traffic conditions ***

TRIALS

Trials are not mandatory. Location: Manasquan, New Jersey

Makeup Trial: \$400.00

Hair Trial: \$400.00

Same day Hair and Makeup Trial: \$750.00

Price list Email Continued

PRO TEAM

There is no additional cost for Lauren to bring the Pro Team as needed :)
We are here to make your life easier on your special day!
An additional travel fee for the team is required.

DAY OF PHOTOS

\$350.00 - Any and all photos/videos Lauren takes the day of your wedding and if you want them sent to you.
Please keep all responses and attachments in this original thread to avoid miscommunication.

As always, please reach out if you have any questions :)

All the Best,
Nabil G.

D'Amelio Cosmetics LLC.
@Lauren_DAmelio @DAmelioCosmetics
www.dameliocosmetics.com

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*Confirmation Email for signed contract/VENMO info for
retainer/deposit*

Hi :)

Thank you for sending your contract securing Lauren for your big day, 8/7/2022 to come to Park Chateau.

- Please send your non-refundable/non-transferable retainer of \$250.00 via VENMO to @Lauren_Damelio
- List it as "your full name Wedding Deposit and your wedding date" (example: Susan Johnson Wedding Deposit 1/1/2021)
 - Once deposit is paid please send a photo to reference of the payment

Headcount

Makeup: Bride, Bridesmaids & MOB = total for makeup. Is this correct?

If so, I will now contract out our Pro Team to accommodate your bridal party. You are more than welcome to add more services if you want but you are unable to subtract.

**** Please note our cancellation policy from your contract. You have booked D'Amelio Cosmetics, LLC for your occasion. Any and all cancellations, reschedules and postponing does result in 100% of the total services listed above due by the day of the event.**

With your skincare leading up to your big day, please consult a dermatologist and/or esthetician regarding what is best for your skin type. We love when our brides go for hydrafacials and dermaplaning leading up to their wedding day.

Please let me know if you have any questions :)
Thank you so much!

All the Best,
Sam Gen
Team Manager, D'Amelio Cosmetics, LLC
@Lauren_DAmelio
@DAmelioCosmetics
www.dameliocosmetics.com

Trial Conformation

You are confirmed for your trial with . At this time please do not bring any additional guests as our studio space is limited.

- **Date:**
- **Location:**
- **Time:**
- **Service:**
- **Price: \$ *cash only please - no venmo or zelle accepted**
 - (Makeup \$, Hair \$, Travel \$)

MAKEUP: Please have clean skin. Allow the Pro Artist to know of any sensitivities or allergies you may have.

HAIR: Please have hair dry, clean and smooth (not flat ironed) 24hrs prior to trial date.

Please have your clip in hair extensions if you are planning to use them on your wedding day. Also please have them clean and smooth. If you have a headpiece please bring that as well to add to your hair style. (+\$50 to add extensions)

***If you haven't done so already please send a photo of yourself along with a photo of makeup inspo so we can pack our kits correctly for your trial/event. If you want to also wear a white or black tank top that would be great.**

*** Please note: Your Pro Artist will be taking a mandatory before and after picture for our records. It will not be posted without verbal consent. `**

Thanks so much :) Have a great trial!

All the Best,

Sam Gen

Team Manager, D'Amelio Cosmetics, LLC

@Lauren_DAmelio

@DAmelioCosmetics

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Wedding Week/ Schedule and Payment Breakdown

Hi :)

Happy wedding week!

Attached is your schedule and your payment breakdown. Please confirm the headcount and address is correct.

Lauren and her pro team will arrive at to set up and will take the first ___ makeup and ___ hair appointments at AM. Please coordinate with your hairstylist so that Lauren will be doing your makeup between ___ and your hair can go before or after makeup.

Hair must be clean, dry and smooth 24hrs prior. If you bridal party has extensions they want to add to their style they can bring them with them and it is +\$50 to add extensions.

The payment due is in cash, we do not accept venmo or zelle.

***We will have our full makeup kit, but please tell your girls to bring a lip to touch up with throughout the night as we do not have products for sale.**

**Please let me know if you have any questions, xo
Can't wait to see you!!!**

All the Best,

Sam Gen

Team Manager, D'Amelio Cosmetics, LLC

@Lauren_DAmelio

@DAmelioCosmetics

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After Trial Follow Up

Hi :)

Hope you had a great trial! Please let me know if you have any questions or concerns. We would love any feedback on anything you would want to change to ensure your makeup is perfect on your big day! We are so excited to be a part of your wedding!

Thanks so much! xo

**All the Best,
Sam Gen
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