



Satori Day Spa Bridal Checklist

6-12 Months Before

- _____ Call 607-266-0130 to check availability
- _____ Read and sign wedding agreement.
<http://www.satoridayspasalon.com/spaparties.php>
- _____ Email Wedding Coordinator
satorieventcoordinator@yahoo.com
 - _____ First/ last names of guests
 - _____ Services requested by each guest
 - _____ Time and date of event/s
 - _____ Time and date of bridal trial hair and makeup appointments
- _____ Approve tentative schedule
- _____ Pay Deposit (half of total cost and tip)

1 Month Before

- _____ Add, drop, adjust appointments
- _____ Full payment due (no refunds may be given after this point)

2 Weeks Before

- _____ Check in with Satori Event Coordinator
- _____ Plan catering
- _____ Request additional appointments