



ON-SET SERVICE PREPARATION CHECKLIST:

Production & On-Set Grooming Guidelines: To ensure we maintain the highest standard of service while respecting the production schedule, please review these requirements. By staying aligned, we ensure the camera is always ready when you are.

1. Preparation (Pre-Session)

- **Clean Canvas:** Arrive with a completely clean, dry face and hair (free of products). Do not apply heavy facial moisturizers, oils, or hair products beforehand. I need the cleanest canvas possible for optimal results.
- **Personal Needs:** Please attend to meals, phone calls/texting, and restroom breaks before you sit in my chair. Once we start, I need you focused and still.
- **Grooming:** Leave the heavy lifting to me, however please handle micro-grooming, peach fuzz removal, brown plucking and trimming dead ends as part of your service preparations.

2. Set Professionalism

- **No Gum or Eating:** To maintain precision and ensure the grooming area remains clean and sanitary for your safety, put away and finish all food before sitting in the chair. You may have drinks or water however, (I do provide straws for once your lips are perfected) and can keep them in the cup holder of my director's chair.
- **Production Awareness:** Please keep a copy of the Call Sheet and Run of Show accessible. I will be working in tandem with the schedule; please be prepared to be in the chair according to your designated call time/scheduled service block. Please ensure I am included in all relevant communication regarding the Run of Show and any schedule shifts throughout the day to ensure seamless touch-ups

3. On-Site Requirements

- **Work Environment:** A designated space with adequate natural light and access to at least one power outlet is required.
- **Setup:** A dedicated table or counter surface for my kit is optimal but not essential. If our work area is a distance from a power source, please have an extension cord ready. I do also have several shorter power strip cords. Typically I have a designated set-up space and separate smaller touch-up kit for touch and go shoots, equipped with all necessary products to maintain 4K HD on camera perfection and continuity.

4. Post-Service & Continuity Protocols

- **Hands-Off Policy:** Once I have completed your grooming/styling, please avoid touching your face or hair. Natural oils and movement can compromise the look, especially under hot studio lights.
- **Wardrobe Changes:** If you have a wardrobe change, please be mindful of the work done. I will be on standby to perform touch-ups immediately following any changes to ensure continuity.
- **In-Between Takes:** You are welcome to eat and drink as needed between takes. Please simply let me know when you are finished so I can assess the need for a quick touch-up before you return to the camera.

5. Professional Disclosure & Health Protocols

- **Health & Safety:** Please notify me of any skin conditions, product allergies, or sensitivities **prior to the service date**. Knowing your medical history and sensitivities allows me to curate the safest kit for your needs.
- **Professional Standards:** For your peace of mind and production security, I operate with a **Certificate of Insurance (COI)**. My services are performed under professional, licensed, and award-winning accreditation standards.
- **Communication:** If you have questions about specific ingredients or require special accommodations due to medical concerns, please reach out as soon as you receive your call sheet. I am happy to discuss necessary adjustments to ensure your comfort and safety on set.