

Event Confirmation

Thank you for inviting me to provide henna body art for your event. Below are the details that we agreed upon. Please read over them and let me know if there is anything that is unclear or incorrect.

Date: _____
Time: _____ (___ hours total)
Venue: _____
Terms: \$X/hour
Deposit rec'd: \$X (fully refundable if you cancel at least one week in advance; transferable if you reschedule within three months)
Balance: \$X (cash or check the day of the event)

Other instructions: two chairs or seats, enough light to read by and far from loud music

My contact information is as follows:

Artist Name _____
Home phone: _____
Cell phone: _____
email: _____

I look forward to meeting you. Thank you.