



Eshe Day Spa's Group Event Guide

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Here's how to schedule a Group Event:

- Designate a contact person that will work with Eshe's Event Coordinator for your celebration
- Decide on the date and time for your Event
- Decide on services you want to pamper yourselves with by completing the **Group Event Contact Form**. It can be downloaded from our website or faxed. This form is required and must be submitted by your designated contact person. If there is a female or male therapist preference the request must be made at time of scheduling.
- When the **Group Event Contact Form** is completed, a \$100 non-refundable down payment is required for holding the date. Eshe's Event Coordinator will start planning the event.
- When scheduling is completed the event's itinerary will be e-mailed or faxed. Any changes to the itinerary must be made at this time (only by the Groups' designated contact person).
- Once all changes are made and approval of event itinerary is determined to the Groups' designated contact person's satisfaction, the event itinerary approval is acknowledged by signing **The Group Event Confirmation Form** and providing necessary credit card information to secure appointment bookings.
- All bookings must be received at least 2 weeks prior to your spa event and held with the sponsor's credit card
- A 50% non-transferable and non refundable deposit is required 2 weeks prior to the event. No changes can be made to the event once the 2 week mark has passed. Make sure that you are completely satisfied with your schedule at this time. The deposit will be evenly distributed between all guests to cover 50% of their total day.
- Eshe's Event Coordinator will call the Contact person at least 3 days prior to event to answer any questions you may have and to go over schedule.