



Pre-Service Station Checklist

Complete every step before your client is seated. Set the tone for a flawless service.

Artist: _____ Date: _____

PRE-APPOINTMENT

- ☐ Ask the client to send inspiration photos ahead of time
- ☐ Confirm the client consent form is completed

HANDS & HYGIENE

- ☐ Wash hands thoroughly and apply hand sanitizer
- ☐ Fresh, disposable gloves ready (if used)
- ☐ Face mask on and secured
- ☐ Hair tied back; no loose clothing or jewelry

STATION & SURFACES

- ☐ Wipe down recliner, tray, and lamp with disinfectant
- ☐ Disposable headrest paper / cover replaced
- ☐ Trash bin lined and within easy reach

TOOLS & SUPPLIES

- ☐ Tweezers disinfected and inspected (isolation + volume)
- ☐ Fresh lash tiles / jade stone cleaned
- ☐ New micro-brushes, lash wands, and gel pads out
- ☐ Primer, cleanser, and adhesive remover stocked
- ☐ Under-eye pads / tape ready to apply
- ☐ Humidifier filled and running
- ☐ Lash trays out for the booked set (length, curl, thickness)

ADHESIVE & PRODUCTS

- ☐ Shake adhesive for 60 seconds
- ☐ Fresh drop of adhesive dispensed onto clean surface
- ☐ Confirm room temp & humidity are in range

CLIENT PREP

- ☐ Review client file, notes, and allergy/patch history
- ☐ Consult & confirm the main 4 — style, volume, length & curl (even with inspo pics)
- ☐ Seat the client in the recliner; you stand in front of them
- ☐ Cleanse natural lashes and remove all makeup/oil
- ☐ Apply under-eye pads and isolate lower lashes