



## AWEC Application Requirements

Thank you for your interest in joining the Austin Wedding and Event Coordinators (AWEC.) Please complete the following application in its entirety and return to the Membership Director. Only completed applications will be accepted.

The information provided in this application will be reviewed by the membership committee and then presented to the Board of Directors for approval. Upon approval of your membership application, you will be accepted into membership with AWEC and enjoy the benefits of the organization including but not limited to use of the AWEC logo, participation on the organization's message board, your company listing on the AWEC Website, reduced monthly meeting fees and invitations to members-only events. All application information must be sent to: Amy Mader 10133 Planters Woods Drive Austin, Texas 78730. Kindly review the following policies prior to sending in your application:

- A \$25.00 non-refundable application fee is due at the time you submit your application
- Annual dues are \$150.00 and renewable each February. Annual dues are not prorated
- You are required to be certified by one of AWEC's recognized certification programs (see below)
- You are required to attend two open coordinator meetings (\$40.00 per meeting) prior to submitting your application
- You are required to attend one New Member Orientation during your inaugural year
- You are required to assist two AWEC coordinators in good standing at an event (they may not be from the same company) within three months of your application submission
- You are required to be sponsored by an AWEC Coordinator who is in good standing
- You are required to include a business card with your application
- You are required to complete and submit three weddings according to the requirements list on pages 2-3.
- Once you become a member, monthly meetings are \$20.00 per member due at each meeting
- Upon acceptance to the organization, you will be required to sign a code of ethics
- Membership is not transferable

Applicant's Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Designated Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Certification Received From \_\_\_\_\_ Designation \_\_\_\_\_ Date Received \_\_\_\_\_  
Name of Organization

(AWEC recognizes the following certification programs: Nuptial Essentials Curriculum and Instruction, LLC, Weddings Beautiful and Association of Bridal Consultants)

Please list any other credentials you may have and any other organizations in which you are a member.

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## **AWEC Wedding Submission Guidelines**

(This information is being used with permission from Nuptial Essentials Curriculum and Instruction, LLC. All information in this document is copy written by AWEC and NECI, LLC.)

To complete section two of your application process, you will be required to implement the details below into a wedding binder to be reviewed by the Membership Committee. AWEC recognizes NECI, LLC, Weddings Beautiful and Association of Bridal Consultants. If you are a graduate of NECI, LLC, your essential wedding projects will fulfill this requirement of the application process as long as you have received a grade of 80% or better).

You will be required to submit three weddings (virtual wedding, full service wedding and day of service wedding) to the membership board as part of your application requirement. You are encouraged to make copies of all your information send into membership.

### **Wedding Project 1: Virtual Wedding Requirements**

A “Virtual Wedding”: A “made up” wedding based on the criteria below.

#### **Presentation Requirements**

All project information must be:

- Typed in a size 12 font
- Submitted in a 1-inch, 3-ring binder that includes 21-section tabs labeled:
  - Wedding Party Information
  - Vendor Contact Information
  - Planning and Tasks
  - Itineraries
  - Ceremony Information
  - Reception Information
  - Caterer
  - Rentals
  - Florists/Decorators
  - Photography/Videography
  - Music/Entertainment
  - Transportation
  - Cakes
  - Attire
  - Stationery/Guest List
  - Accommodations
  - Rehearsal Dinner
  - Pre-Wedding Parties
  - Budget and Payments
  - Consultants Correspondence
  - Miscellaneous

**NOTE:** Please make a copy of your work for your own records.

#### **Wedding Project Requirements**

You must plan your Wedding Project based on the following criteria. (This may be a wedding you already have done, or a “made up” wedding, but it does need to meet the requirements listed below.)

- A \$50,000 Budget (consultant fees included)
- 150 Guests
- 10 months to plan the wedding

You must determine the following variables and plan your wedding project based on this information:

- Name and contact information of clients
- The financially responsible party for the wedding
- Choose the number of bridesmaids and groomsmen (name and contact information)
- The number of attendants (bridesmaids and groomsmen) is at your discretion.
- Ceremony Site
- Religion
- Reception Site

You will need to complete each task below and provide the corresponding documents in your Wedding Project binder in the appropriate sections:

1. Provide a detailed description of the event. You must include a theme and how that is supported, event colors, overall ambience, attire, music, floral and lighting decor.
2. Create a Services Contract for the clients including the specific services they have hired you to perform and your fee for those services. List your prices, payments and policies.
3. Prepare a Wedding Calendar based on a 10-month planning period.
4. Provide a detailed Budget and a payment spreadsheet for your client.
5. Submit a Stationery Template for your client indicating how many invitations, envelopes and enclosures should be ordered based on the number of guests invited to the wedding. Provide the following invitation components for the event:
  - a. A save the date
  - b. A wedding invitation including a response card and reception card
  - c. A thank you note
  - d. A newspaper announcement.
6. Prepare a Wedding Party Contact Sheet.
7. Prepare Weekend Itineraries for the family and wedding party with all the applicable information. Be specific about what people are involved in each event listed on the itinerary.
8. Prepare a Vendor Contact Sheet.
9. Prepare Vendor Itineraries with all applicable information.
10. Plan one Luncheon including menu and decor ideas (if applicable).
11. Plan the Rehearsal Dinner including menu and décor ideas (if applicable).
12. Provide a Menu for the reception for food and beverage
13. Create a Wedding Ceremony Program that includes the following:
  - a. Full name of bride and groom
  - b. Wedding date
  - c. Wedding location (church, city and state)
  - d. Wedding Ceremony Structure (seating of the family to the recessional)
  - e. Wedding Party
14. Diagram the Processional, Altar Placement, and Recessional of the ceremony.
15. Design the Décor for the ceremony including descriptions of the personal wedding flowers, ceremony flowers and any decoration of the site.
16. Design the Décor for the reception including descriptions of the table centerpieces, flower selections, linen selections and lighting.
17. Describe the Wedding Cake and Groom's Cake including cake flavor, icing and design.
18. Include a list of tasks you performed to wrap up the event.
19. Provide a client feedback form you will give to your clients for their assessment of you and the vendors who worked on their wedding.

## **Wedding Project 2: Full Service Wedding Requirements**

A “Full Service Wedding”: A real wedding in which you were a paid consultant hired to execute maximum services for your client.

### **Presentation Requirements**

- Typed in a size 12 font
- Submitted in a 1-inch, 3-ring binder

You must determine the following variables and plan your wedding project based on this information:

- Name and contact information of clients
- The financially responsible party for the wedding
- Choose the number of bridesmaids and groomsmen (name and contact information)
- The number of attendants (bridesmaids and groomsmen) is at your discretion.
- Ceremony Site
- Religion
- Reception Site

You will need to complete each task below and provide the corresponding documents in your Wedding Project binder in the appropriate sections:

1. Provide a detailed description of the event. You must include a theme and how that is supported, event colors, overall ambience, attire, music, floral and lighting decor.
2. Create a Services Contract for the clients including the specific services they have hired you to perform and your fee for those services. List your prices, payments and policies.
3. Provide a detailed Budget and a payment spreadsheet for your client.
4. Submit a Stationery Template for your client indicating how many invitations, envelopes and enclosures should be ordered based on the number of guests invited to the wedding. Provide the following invitation components for the event:
  - e. A save the date
  - f. A wedding invitation including a response card and reception card
  - g. A thank-you note
  - h. A newspaper announcement.
5. Prepare a Wedding Party Contact Sheet.
6. Prepare Weekend Itineraries for the family and wedding party with all the applicable information. Be specific about what people are involved in each event listed on the itinerary.
7. Prepare a Vendor Contact Sheet.
8. Prepare Vendor Itineraries with all applicable information.
9. Provide a Menu for the reception for food and beverage
10. Create a Wedding Ceremony Program that includes the following:
  - a. Full name of bride and groom
  - b. Wedding date
  - c. Wedding location (church, city and state)
  - d. Wedding Ceremony Structure (seating of the family to the recessional)
  - e. Wedding Party
11. Diagram the Processional, Altar Placement, and Recessional of the ceremony.
12. Diagram the floor plan at the reception.
13. Design the Décor for the ceremony including descriptions of the personal wedding flowers, ceremony flowers and any decoration of the site.
14. Design the Décor for the reception including descriptions of the table centerpieces, flower selections, linen selections and lighting.
15. Describe the Wedding Cake and Groom’s Cake including cake flavor, icing and design.
16. Include a list of tasks you performed to wrap up the event.
17. Provide a client feedback form you will give to your clients for their assessment of you and the vendors who worked on their wedding.

### **Wedding Project 3: Day of Service Wedding Requirements**

A “Day Of Wedding”: A real wedding in which you were a paid consultant hired to execute minimum services for your client.

#### **Presentation Requirements**

- Typed in a size 12 font
  - Submitted in a 1-inch, 3-ring binder
1. Create a Services Contract for the clients including the specific services they have hired you to perform and your fee for those services. List your prices, payments and policies.
  2. Prepare Weekend Itineraries for the family and wedding party with all the applicable information.
  3. Prepare a Vendor Contact Sheet.
  4. Provide copies of all your vendor contracts
  5. Prepare Vendor Itineraries with all applicable information.
  6. Diagram the Processional, Altar Placement, and Recessional of the ceremony.
  7. Diagram the floor plan at the reception.