



## 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:

To fulfill your membership application, you will be required to:

- Enclose a \$25.00 non-refundable application fee is due at the time you submit your application
- Enclose your annual dues. Your check will not be deposited until your application has been approved. If your application is submitted between the months of January- July, the annual dues are \$150.00 for a primary membership ( \$75.00 additional company members). If your application is submitted between the months of August- September, the annual dues are \$75.00 for a primary membership (\$75.00 for additional company members). Upon renewal of your membership, annual dues are \$150.00 and due by February 1.
- Be certified by one of AWEC's recognized certification programs (see below)
- Attend two open coordinator meetings (\$40.00 per meeting) prior to submitting your application
- Attend one New Member Orientation during your inaugural year
- Include a business card with your application
- Complete and submit one wedding according to the requirements listed on pages 2-3.

Upon approval of your application:

- Your monthly meetings are \$20.00 per member due on or before each meeting
- You will be required to sign a code of ethics
- Your 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

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**

To complete section two of your application process, you will be required to compile the details below into a wedding binder to be reviewed by the Membership Committee. AWEC recognizes the following certifications:

Nuptial Essentials Curriculum and Instruction, LLC  
PWC- Professional Wedding Consultant  
[www.nuptialessentials.com](http://www.nuptialessentials.com)

Weddings Beautiful Worldwide  
CWS: Certified Wedding Specialist  
[www.weddingsbeautiful.com](http://www.weddingsbeautiful.com)

Association of Bridal Consultants  
MBC- Master Bridal Consultant  
[www.bridalassn.com](http://www.bridalassn.com)

International Special Events Society  
CSEP- Certified Special Events Professional  
[www.ises.com](http://www.ises.com)

National Association of Catering Executives  
CPCE: Certified Professional Catering Executives  
[www.nace.net](http://www.nace.net)

Wedding Planning Institute  
[www.weddingplanninginstitute.com](http://www.weddingplanninginstitute.com)

Wedding Industry Professionals Association  
[www.wipausa.org](http://www.wipausa.org)



### **Wedding Submission Requirements**

The foundation of AWEC is the importance of education of our members. To complete your application, you will be required to submit one of the two weddings outlined below to the membership board as part of your application requirement. You are encouraged to make copies of all your information sent into membership. You will need to mail your weddings to the membership chair. If you have any questions, you may contact the membership director at [membership@awec.org](mailto:membership@awec.org).

Amy Mader  
2009 Membership Chair  
10133 Planters Woods Dr  
Austin, Texas 78730

In the event that you have not had the opportunity to do a full service wedding with actual clients, you will be using the following requirements on page 3-4 for your submission. If you are a graduate of NECI, LLC, your essential wedding projects will fulfill this requirement of the application. If you have had the opportunity to do a full service event with actual clients, you will be using the requirements on pages 5-6 for your submission.

### **Wedding Submission Requirements**

**A "Virtual Wedding": A wedding in which you were not paid a professional fee nor are the clients "real".**

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

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)
- 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 Submission Requirements

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

- 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.