

WEDDING DIRECTING SEMINARS DIRECTING THE REHEARSAL THE WEDDING AND THE RECEPTION

Course Outline — includes many stories with challenges for the director

- About the author / instructor; seminar manual
- Handling the extra work
- Homework: knowledge of religions, etiquette, music
- Policies for your property
- Interviewing bridal family; showing your site; information worksheets
- Schematics for your facility: maps, rehearsal and ceremony site, reception site
- Sample processional and recessional worksheets
- Directing the rehearsal: meeting and greeting the wedding party
- The real wedding day: before the wedding party arrive; here comes the wedding party
- Following the ceremony;
- On to the Reception: entrance march; toasting; dances; cake; garter; bouquet; departure
- After the ball is over: cake and accessories; decorations and flowers; last billing
- Training additional staff: assignments
- Director's Emergency Kit
- Fees and Agreements for separate services including catering and vendors

COMPLETION OF HOMEWORK ASSIGNMENTS includes the following: maps ; interior & exterior schematics for ceremony sites; review etiquette books; prepare policy regulations for your site and vendor responsibilities; develop detailed schedules for a ceremony, a rehearsal and a reception; design a sample agreement / contract and fee for services rendered; prepare a director's emergency kit and much more

Receiving your certificate may be ceremonial in your facility with the manager present or mailed upon completion of assignments

You may want to invite other venues to participate in this seminar.

The more attendees, the more interesting the classes areas people reveal their experiences.

Elán™ Consultants

Member of (ABC) Association of Bridal Consultants; (AFWPI) Association for Wedding Professionals, International; (ACF) American Culinary Federation; (TWESA) Tennessee Wedding and Event Specialists Association; International Living; (BBB) Better Business Bureau Greater Nashville Hotel & Lodging Association

Please return this form with your deposit

**REGISTRATION FOR HOTEL and MANSION WEDDING
DIRECTING AND COORDINATING SEMINARS**

Name(s) of Hotel/Mansion Participants:

Attach names of participants and their e mail address

Name of Hotel:/Mansion _____

General Manager _____ Mansion Owner _____

Address _____ City _____ State _____ Zip _____

Tel (work) _____ (Cell) _____ (Pager) _____

E-Mail: _____

__ I (we) am interested in attending or hosting the Hotel /Mansion Seminars
for Wedding Directing and Coordinating Classes

Preferred Sessions

Week end (Friday/Saturday/ Sunday)

Week —day (Monday/ Tuesday/ Wednesday/Thursday)

Prefer Private sessions at hotel or mansion site

Fee for three sessions is \$500.00 per participant includes the Manual and refreshments

Enclosed is a deposit for \$200.00 per participant

I (we) agree to pay the remaining \$300.00 each at the first class

As part of the training, I (we) will complete the homework before receiving a certificate.

Classes may include participants who are not connected to the hotel/mansion to insure a minimum of 10 students per class.(Contact churches/ country clubs, etc)

****Please contact my office if you are interested in hosting this program..***

*Hosting the program involves: a private meeting area; use of a VCR or DVD; two coffee breaks and a light lunch each day for three days. **Out of State hosting also** includes paying or arranging :the instructor's expenses: airfare/ hotel accommodations and dinners

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