

## **Becoming a Professional Wedding Director**

**Effective:** August 14, 2010 The 2010 Semester Classes are being set up.  
**FALL (September - October) or WINTER (January - February - March)**

The dates for the Theory Classes will be  
**TUESDAYS and THURSDAYS – DAYS 1:00pm TO 5:00pm FOR (4) SESSIONS**  
**OR**  
**SATURDAYS –FOR (3) THREE SESSIONS 9:30am– 4:30pm**

**Final DATES WILL BE DETERMINED BASED ON APPLICATIONS- Class enrollment is limited in order to give personal attention to help you set up your own business.**

**Observations and /or Assisting at rehearsals, ceremonies and receptions are required as part of the homework in order to obtain a professional certificate. There is no time limit to meet this requirement.**

**The last class IS REQUIRED FOR DAY AND NIGHT CLASSES JOINTLY AND IS USUALLY held on a Saturday**

**INCLUDES the mock rehearsal, ceremony and reception activities at a hotel, religious building, a mansion, a bed and breakfast or event venue**

**MAKE- UP SESSIONS or PRIVATE SESSIONS**

Sundays or Mondays 1:00 – 5:00 may be used for “make-up” classes in case of inclement weather. Persons missing a session may take the same session during the next planned training or request special private sessions.

### **INTERVIEWS WITH THE INSTRUCTOR**

All students must contact the instructor for an interview after sending in a pre-registration, a resume and the statement as to why you want to be a wedding professional.

**OUT OF STATE** persons and those who live more than 75 miles from Nashville may have a telephone interview session.

### **FEE SCHEDULE:**

**The fee is \$500.00.** Out-of- town students who prefer to stay overnight in Nashville should make personal arrangements. The fee includes refreshments during the course hours and a course of study manual.

**DISCOUNTS** are arranged for religious guilds to train at their locations for classes with a minimum of 10 participants.

### **HOTELS, COUNTRY CLUBS, MANSIONS and HISTORIC HOMES**

Training for **ON-SITE** staffs may arrange for on – site training at their facility

### **HOMEWORK:**

#### **ALL CLASS PARTICIPANTS ARE REQUIRED TO COMPLETE THE ASSIGNMENTS**

Upon **satisfactory** completion of **ALL** homework assignments and 3 observations and 3 assisting opportunities at supervised weddings with written recommendations from the supervising director and bridal family, **PARTICIPANTS** will receive a certificate.

Special arrangements for observations and assisting opportunities are made for out of state students. through contacts with other National Professional Wedding Organizations and graduates of this class.

**DEPOSIT.**

A NON- REFUNDABLE deposit of **\$200.00** should accompany the registration or brought to the interview session, with the balance due at the first class. The DEPOSIT will be RETURNED IN FULL if the classes are canceled due to lack of sufficient enrollment or if the teaching personnel are unable to meet at this time, due to unforeseen circumstances. \$100.00 of ***this DEPOSIT is for your manual and training materials.***

**PAYMENTS:** Special arrangements may be made to pay the remaining \$300.00 in 3 payments. All payments must be completed by the last training session.

**INSUFFICIENT FUNDS:** Checks that are returned from the bank will be charged @ **\$25.00 per check.**

**CERTIFICATE:** A certificate will be presented after all homework and payments have been completed. The certificates are individually made and ready in about 2 weeks following your final homework session. It may be picked up in person or registered and mailed first class.

***With over 10,000 weddings in Nashville and surrounding counties, each year, there is work for everyone, whether in hotels, mansions, clubs, religious institutions, private homes, condominium party rooms, universities or parks.***

**PRE - REGISTRATION FOR WEDDING DIRECTOR CLASS**

(Winter and Fall Sessions )

(Name of Student): \_\_\_\_\_

(Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

(Tel) work \_\_\_\_\_ (Tel) home \_\_\_\_\_ (Mobil) \_\_\_\_\_

E Mail: \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

Or TRAINING FOR A HOTEL or a RELIGIOUS INSTITUTION \_\_\_\_\_

**PREFERRED SESSIONS: \_\_\_ DAY \_\_\_ or \_\_\_ SATURDAYS**

**[ ] I AM INTERESTED IN THE WINTER SESSION**

**[ ] I AM INTERESTED IN THE FALL SESSION**

**Initial the following**

\_\_\_ I am mailing or bringing the **\$200.00** deposit to the interview session

\_\_\_ I am enclosing a resume and the statement regarding my interest in this career

\_\_\_ I agree to pay the remaining **\$300.00** at the first class.

\_\_\_ As part of my course, I agree to observe 3 rehearsals and ceremonies and participate as an assistant in a minimum of 3 wedding weekends supervised by an appropriate director. These are unpaid internships.

\_\_\_ I will meet with the instructor after all the homework has been completed.

\_\_\_ I agree to complete all homework assignments satisfactorily before receiving a certificate.

**I would prefer to direct weddings in the following zip code areas:**

Please be "specific" about the numbers: (\_\_\_\_\_); (\_\_\_\_\_);

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

**Please return this form to: Sue Davies-Rephan**

**Directing Weddings with Elán-9 Music Square South #161**

**Tel / Fax: (615) 300 -9696 or Email: [info@weddingswithelan.com](mailto:info@weddingswithelan.com)**

**See me on our website: <http://weddingswithelan.com/consultant/sueintro.htm>**

**PLEASE WRITE "WHY I AM INTERESTED IN BECOMING A WEDDING DIRECTOR" and return it with the registration.**

**For a personal interview, please call and set up an appointment. Directions will be sent to you at that time for interviews and class meetings at the Elán Consultant's office or venue where classes will take place.**

**INFORMATION TO INCLUDE:**

**Educational background**

**Present occupation**

**Wedding related activities, i.e. (florist, photographer, caterer, favors, invitations, calligrapher, wedding attire, member of church guild, etc.**

**Availability for week ends**

**Previous experience doing weddings**

When you complete your training, where would you like to work?

- Independent Wedding Director
- Hotel Director
- Church Guild
- Other

Are you connected to any of the following wedding related services? Please list the vendor and business names

- Florist \_\_\_\_\_
- Rental \_\_\_\_\_
- Catering \_\_\_\_\_
- Photographer \_\_\_\_\_
- Videographer \_\_\_\_\_
- Wedding Attire \_\_\_\_\_
- Disc Jockey \_\_\_\_\_
- Musicians \_\_\_\_\_
- Event Planners \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Sue Davies–Rephan**  
**Directing Weddings with Elán–9 Music Square South #161**  
Tel / Fax: (615) 300 –9696 or Email: [info@weddingswithelan.com](mailto:info@weddingswithelan.com)

USE THIS SHEET TO ASK QUESTIONS, OR WRITE YOUR PLAN FOR YOUR FUTURE AS A PROFESSIONAL WEDDING DIRECTOR and / or COORDINATOR