



MASTER WEDDING PLANNER™/MASTER WEDDING VENDOR™ APPLICATION

Applications will be accepted between February 1 and July 1 to be considered for that year.

You must be an Accredited Wedding Planner™ or Accredited Wedding Vendor™ for at least **one year** to apply for Master Wedding Planner™ (MWP) or Master Wedding Vendor™ (MWV). You also must have attended the ABC Annual Conference at least twice within the last five years.

The Master submission is a two-step process. First, to be considered to present for MWP/MWV, you must submit the following package for review and consideration.

- Your previous points qualifications including validation of the first 75+ points by the Association office and Director of Education. Do not submit any old documentation but please send the validated grid sheets.
- Make sure your documents are in a binder divided by categories following the same order as the points grid. Please have all documentation organized and labeled in the same order as the points grid.

Send your updated points binder with NEW points qualifications, with supporting documentation, to Shelby Tuck-Horton. Your points binder and documentation should be packaged in a binder that is no more than 3" thick. All new points for consideration must be dated since your last validation.

Once your points binder has been reviewed, you will be contacted by email from the ABC Director of Education to confirm if you met the requirements to present at Annual Conference to the Master Panel. You will receive your essay questions with the return of the binder. The points qualify you only for the interview process. Incomplete binders and fewer than 125 points will be returned and you will not be qualified to present at Annual Conference.

The application fee for Master is \$300 and checks should be made payable to Association of Bridal Consultants – Education. If electronic payment is preferred, please call Shelby Tuck-Horton at (301) 306-0842.

If not approved, the candidate may reapply after one year and will start the application process over again as if for the first time. If reapplying, mark the package REAPPLICATION. Be sure to include all required documentation including previous validated points grid. Also, submit a new points grid with all new points, along with supporting documentation since the previous submission. **The reapplication fee is \$150.**

INSTRUCTIONS FOR PRESENTATION OF WEDDING

Step 2 in the process is to prepare your portfolio of your wedding to present. Once you have been approved to present before the Master Panel, you must present a full-service **WEDDING** that you have planned, coordinated, and serviced within the past three years as an AWP/AWV that demonstrates leadership and mastery to a panel of your peers at Annual Conference. Wedding day/month coordination or any other event are not acceptable for consideration of Master.

If you apply for Master Wedding Planner, it must be a wedding in which you were the contracted as the Lead Planner and on-site manager.

Master Wedding Vendor candidates must be the lead vendor for the wedding.

Put the following documents for the wedding you are presenting into a small binder or a photobook. You will need to provide 3 copies for the panel.

- Responses to your two essay questions
- Photocopy of your validated points grid including values accepted for AWP/AWV and MWP/MWV
- Contract or agreement with the client including outline of services provided
- Budget for the wedding – Proposed and Actual
- Schedules – Long range timeline and Wedding Day Itinerary

- Explain how you coordinated with service providers, vendors, and assistants
- Photos that help round out the portfolio
- Follow-up written evaluations from the client and two service providers with whom you worked
- Your evaluation of the wedding and how this wedding demonstrates master level skills.

PLEASE NOTE: The wedding that you choose to present before the Master Panel should be one that presented several challenges for you – either throughout the planning process, on the wedding day, or both. The focus should not be on just a pretty wedding but one where you had to meet the challenges presented in a masterful way.

FOR ASIAN AND LATIN AMERICAN SUBMISSION: All applications and submissions must be first reviewed and approved by Country Coordinator or LATAM Director of Education before sending to ABC Director of Education.

BINDERS FOR MAILING POINTS BINDER:

- (1) Please package all required documentation, essays in one binder not more than two inches thick.
- (2) Include a cover page with your name, contact information, and mailing address.
- (3) Essays should follow cover page.
- (4) Previous validated point sheets should be included next (without supporting documentation)
- (5) Master points grid with “Apply to Master” column completed with current points.
- (6) Supporting documentation should follow the grid and should be organized and labeled in the same order as the grid. For example, all education documentation should be under the Education labeled divider.
- (7) Please include the application fee of \$125 or \$50 for reapplication fee. Payment should be made payable to The Association of Bridal Consultants – Education. If you need to make electronic payment, please call the Director of Education.
- (8) Your completed binder should be mailed to Shelby Tuck-Horton, ABC Director of Education, 3802 Cielo Vista Court, Bowie, Maryland 20721. Please include a pre-paid mailing label to have your binder shipped back to you.

ELECTRONIC SUBMISSION:

All electronic submissions must follow the same guidelines for assembly as the binder. Each section should have a titled cover sheet with the documentation following. Please separate and title each category. For example, essays should follow the cover sheet entitled “Essays.” Each section of the points grid should have a cover page which is followed by the designated section and documentation. For example, the cover page for Education would read “Education and Professional Development followed by the point grid for that section. The documentation, in the order listed on the grid, would follow.

The digital submission must be sent using a large file transfer software such as Dropbox. Please contact the Director of Education prior to sending your digital submission to confirm if the method of transmission that you are using is compatible with the software being used. You will also get a confirmation when your submission is received.

The Director of Education will notify you, via email, regarding the status of your submission. You will also receive your validated points grid via email.

Application fee must be received before review of submission. Payment can be either mailed to Shelby Tuck-Horton, ABC Director of Education, 3802 Cielo Vista Court, Bowie, Maryland or paid electronically. Please call Shelby Tuck-Horton at 301-306-0841 to arrange electronic payment.

THE MASTER PRESENTATION

The Master Panel usually starts at 8:00 a.m. on the Monday prior to the start of Annual Conference. You will be responsible for your travel to the Conference and plan to arrive on Sunday.

You will receive detailed instructions about your presentation from the Director of Education during August. However, the information below will provide you with what things to expect.

- If you need a translator, please ensure that the person will be available at the time of your presentation.
- If you wish to do a video or PowerPoint presentation, please let the Director of Education know no later than August 1. However, a storybook format, with photos and all the required documents as indicated above, is another option. Snapfish and Shutterfly are a couple of options to consider. Remember, you must provide three copies for the panel.
- Candidates will have 20 minutes to present their personal information and their challenging wedding. The Master Panel will have 20 minutes to ask questions about points, essays, the wedding, the presentation or anything additional on a wedding related topic.

- The Panel will have 20 minutes for deliberations. The Candidate will get feedback from the Panel on their presentation; however, the decision of the Panel is final and may not be contested.
- If not selected, the Candidate may re-apply after one year and will start the application process over again as if for the first time. Please mark your package REAPPLICATION.