

Introduction to Wedding Planning & Coordination **24th & 25th March 2012**

Do you want to be a wedding planner?

If you want to start your own Wedding Planning business, or hope to get a job in an established wedding planning company, then having an overview of the role, the business, the highs and the lows is imperative.

Where best to start than by receiving training from a well established wedding planner?

We offer a week-end wedding planning courses that will provide you with the insight and knowledge to take the first steps into the business world of wedding planning. Our course takes you step by step through a wedding day and the role of the wedding planner and coordinator, we also cover the theory and our wedding planning courses have been designed to give you an overview of the market, wedding styles, marriage law and customers' expectations.

Introduction to Wedding Planning and Coordination is a two day classroom style course that covers the different elements of setting up your business, choosing and working with suppliers; pricing for your services, contracts and working with clients, marketing and press promotion and all the other things you'll need to do to get started and begin to plan weddings. In addition, we'll teach you all about **Wedding Day Coordination**. This has been designed to take you step by step through the wedding day enabling you to experience the different activities needed of you on the day, and how to create a timetable. We also teach you some 'emergency top tips'



Throughout the two days, we will vary the learning between lecture, hands on exercises and discussions to ensure we all understand the theory and how it will apply to you in your wedding planning business in the future.

the Wedding Training Co.

About The Trainers

Andrea Swift, is an award winning Wedding Planner, with awards from County Brides and the National Wedding Industry Awards amongst others. Founding Planner of Fabulous Day Wedding Planners, Andrea is high demand within the Wedding Planning Industry and works with clients in

Certified Wedding Planner
the Wedding Training Co.

Cheshire, Greater Manchester and surrounding areas.

More details!

We are also delighted to offer all delegates the opportunity to join our '**wedding planner forum**' which is exclusive to those people who have attended the course to gain advice, share experiences and network with one another during the early stages of their business.

All delegates will receive a certificate in Wedding Planning, along with a logo to certify them as Wedding Planners.

The course starts at 9.30am and lasts until 4.30pm

Training fees are:

Introduction to Wedding Planning and Wedding Coordination is £450 for two days. The course includes comprehensive notes of the course, light refreshments during the day and lunch.

A full copy of the training materials will be provided to you at the start of the course and will be yours to keep.



The training will be at a Hotel in Central Manchester, Venue details will be sent to you with your delegate pack. This will contain directions and pre-course documentation. A full copy of the training materials will be provided to you at the start of the course and will be yours to keep.

Whilst every effort is made to keep to the course dates advertised, it is sometimes necessary to alter the dates. If this is the case prior warning will be given.

the Wedding Training Co.

We also offer support following the course, whether you'd like one to one support prior to meetings with clients, our feedback on your business literature or just a listening ear to run your ideas past – we can provide that.

A deposit is necessary to secure your place on the course, and is non-refundable, full payment must be received 4 weeks in advance, and at this point no fees are refundable but are transferable to another person.

To book a space on this course, email Barbara – barbara@weddingtraining.co.uk or call 07538 280023.

Courses are limited to 10 – 12 people per date, so do please reserve your space at your earliest convenience to avoid disappointment. A booking form is on the following page.

BOOKING FORM

To enrol on this course please complete the following information:

Personal Information:

Name:

Address:

Contact Number:

e-mail:

Chosen Course:

Date:

Objectives:

Please give an overview of what you're hoping to learn from the course and your experience to date. (Experience is not a prerequisite)

Payment:

You can pay by cheque please make it payable to The Wedding Training Co. Ltd, alternatively payment by bank transfer or credit card using PayPal is available. Please let us know if this is your preferred method of payment and we will send you the electronic invoice.

Please send this booking form with deposit of £150 to The Wedding Training Company, 103 Woodfield Avenue, Portsmouth, Hampshire, PO6 1AW
The remainder of £300 is due by the end of February. The deposit is non refundable, and after 4 weeks before all fees are non refundable.

**Registered Address: THE WEDDING TRAINING COMPANY LIMITED, 12 FRATTON ROAD, PORTSMOUTH, HAMPSHIRE,
PO1 5BX Company No. 06936419**