CONTACT

The Wedding Planner School

Telephone: **01312 084 177**
Office opening times: 9.15am–5.30pm Monday–Friday.
Answering service outside office hours.

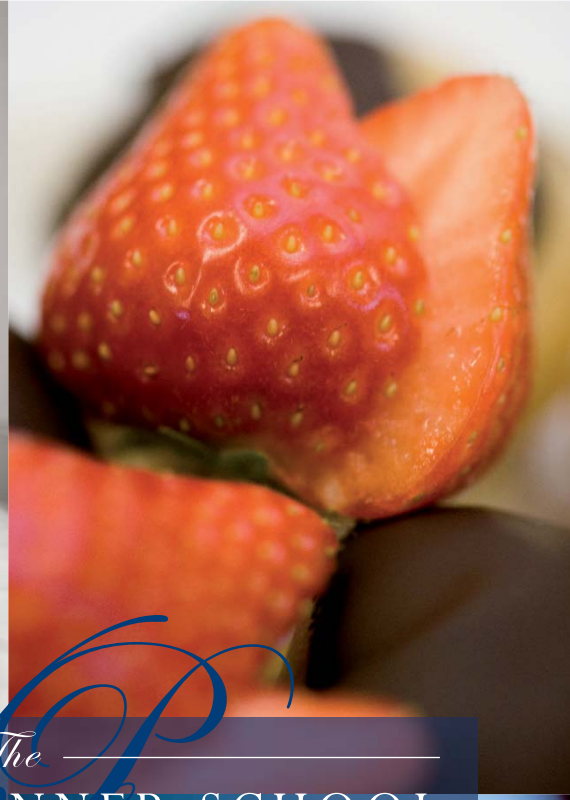
Website: **www.theweddingplannerschool.org.uk**
Email: **admin@theweddingplannerschool.org.uk**

Postal Address: The Wedding Planner School,
29 Newfoundland Way, Portishead, BS20 7FP.

The WEDDING PLANNER SCHOOL

"Happy are those who dream dreams and have the courage to make them come true."

Woodrow Wilson, President



The WEDDING PLANNER SCHOOL

WELCOME

Welcome to The Wedding Planner School, Europe's premier academy for vocational events training. The school is an outstanding institution because of our dedication to our students; we always go the extra mile to make your experience with us as straight-forward and rewarding as possible. We are the only academy to offer home study, weekend and one-to-one courses in both wedding and event planning as well as ***work experience*** *at real-life events.*

The activities within our home learning courses can be used as functional tools for the future. This makes the course ideal for those wanting to find ***employment*** *in these competitive industries and those who wish to start out in* ***business*** *on their own.*

Our tutors are richly successful ex-professionals, not struggling competitors.

We strongly advise ***not*** *attending courses run by active wedding planning businesses, as there is a huge conflict of interests when you become their competitor. By enrolling with a specialist training academy, like WPS, you can be assured the highest level of education resulting in accredited diplomas and insider information that successful wedding & event managers don't want you to know.*

We believe that every student who goes on to start a business will save four times their course fees through avoiding expensive common mistakes. Invest in your future today.

EVENT MANAGEMENT

The Event Management course introduces you to the different types of events that you could find yourself working on and gives you the essential foundation knowledge base required by an event professional.

There is so much more to event management than most people anticipate, including working with a very different range of clients and marketing your events which is the hardest task of all.

WEDDING PLANNING

The Professional Wedding Planning diploma course covers everything that clients demand from a Wedding Planner, with a strong focus on customer care and avoiding pitfalls when planning a wedding for a private client.

It's not all champagne and roses, so it is our job to teach you to expect the unexpected, to be successful in your career and above all to enjoy the best job in the world!

WEDDING PLANNING & EVENT MANAGEMENT COMBINED

Combine the two to help with a steady flow of business all year round. By studying this course you are not reducing the information on either topic but gaining an additional field and a stronger qualification.

Success through education

It is our mission to increase the earning potential and employability of all Wedding Planner School students. We achieve this through nurturing and inspiring people to become knowledgeable, experienced and accredited professionals. Our focus is on making our students a success.

WHY CHOOSE A CAREER IN WEDDING & EVENTS PLANNING?

Whether you are just starting out, choosing a new vocation or have reached a junction in your current career and you are looking for a different direction…

The Wedding Planner School will give the required knowledge and essential training to become a top rate events planner.

Most people undervalue their skills and strengths and this means they aim their sights too low or undersell themselves. But, once you start to take a closer look, you'll be pleasantly surprised at the range of valuable skills you actually possess.

At The Wedding Planner School we will help you to develop valuable skills you already possess and learn new information in an unintimidating and fun way.

Wedding and Events planning is unlike other jobs, it is not always the regular nine to five, no two days are the same. Planning events is a varied and rewarding job, your work could take you all around the country, and even the world.

You will be creating your clients' ideal event: fairytale white weddings, themed functions, big-profit corporate events and high-end celebrity parties.

The Wedding Planner School will nurture and help develop key skills, which will give you the ability to visualise ideas from conception to completion, and maintain a cool head under pressure. Give yourself the scope to be a successful planner in any sector.

"Inspiring – I can pursue my dream! I learnt so much from my course, more than I could have imagined."

Lauren Kavanagh, Bristol

It's a fantastic comfort to know that you and the Wedding Planner School are available for any questions, I really feel part of the family.

Sarah Raubusch, Northamptonshire

THE COURSES

The Wedding Planner School trains the top wedding and event planners of the future.

We offer certificated taught weekend courses and home study courses covering all aspects of wedding and event management. Our diploma courses are externally accredited by the International Association for Distance Learning (IADL) and the qualification is valid worldwide. Our excellent reputation for quality teaching and our innovative methods will provide you with all the knowledge you require to succeed.

We believe learning should be rooted in the real world, through the use of role play with real people. We avoid essays and embrace practical activities, active research and the creation of useful systems and tools.

The Wedding Planner School offers world class teaching in a supportive and stimulating environment.

All tutors are ex-professionals who have many years of first-hand experience in the wedding and events planning industry, and experience in running highly profitable businesses.

The courses are open to anyone interested in a career in Wedding and/or general Events Planning, as well as those who are already in the events industry who wish to develop their skills or train staff to be specialists in the wedding planning and party industries.

The course also offers a fantastic opportunity for brides-to-be who wish to get expert tips on how to plan their own special day. They can also receive a free coordination service from our students and graduates on work experience.

The course was worth every penny. It has really helped me and answered all my questions. My tutor was extremely knowledgeable and approachable, and took the time to listen to all students.

Helen Leach, Bedfordshire

PROFESSIONAL SOFTWARE

As a wedding and event planner keeping files and information well organised is crucial. Organising an event for a client would be a real struggle without efficient working practices.

To assist with this organisation we now offer professional software on its own or as part of a course. This software will help you to show clients just how professional you are. There is one version for professionals and another for brides-to-be.

The software covers all admin requirements including client records, invoices, recording suppliers and reminders for urgent tasks. This marks an end to homemade spreadsheets and notes on scraps of paper. It keeps multiple records in a simple format.

The software is available to buy online from the School website or by calling the main office.

WHAT'S IN IT FOR YOU?

- **Tuition in small groups -** Allowing you to have plenty of interaction with your tutor
- **12 months support and phone-mentoring service -** From the moment you enrol for a full 12 months. Seek free advice and assistance such as checking CVs and market research questionnaires
- **Work experience opportunities -** The chance to gain hands-on experience working with a couple planning their own wedding or shadowing one of our successful planners. This scheme provides invaluable testimonials, practical experience, portfolio photographs and a huge confidence boost
- **Information and sourcing of grants and funding**
- **Study from home option -** Fit the course around other commitments such as work or family life
- **Free Publicity -** We offer many opportunities to gain publicity for our graduates and their company on TV, radio, newspapers, magazines and online. Not to mention a listing on our website for prospective bride and grooms to view, and reciprocal links to help boost search engine listings. We give a great deal of thought and effort into helping our graduates gain clients
- **One-to-One mentoring at reduced rates -** Starting a business or a new career is a daunting time so aside from the free telephone help there is also the option of having a one-to-one with a highly experienced business and events tutor. See website for price guide
- **Recommended Suppliers -** We are always in the process of negotiating instant commissions or reduced fees for our graduates, with a selection of pre-approved suppliers

- **Different Levels to Suit You -** Whatever your previous experience there is a level to suit you, without getting information-overload. From foundation for beginners, intermediate for those with professional experience and advanced for those managers and established business owners. The 'Levels and Options for Study' on page 16 allows you to plan your route to the top

  With eight options on offer you are bound to find the course to suit you:

  - Foundation Diploma
  - Intermediate Diploma
  - Advanced Diploma
  - Weekend courses
  - Study from home (all levels)
  - One-to-One (all levels)
  - Bridal make-up
  - Other courses on demand

INTERNATIONAL STUDENTS

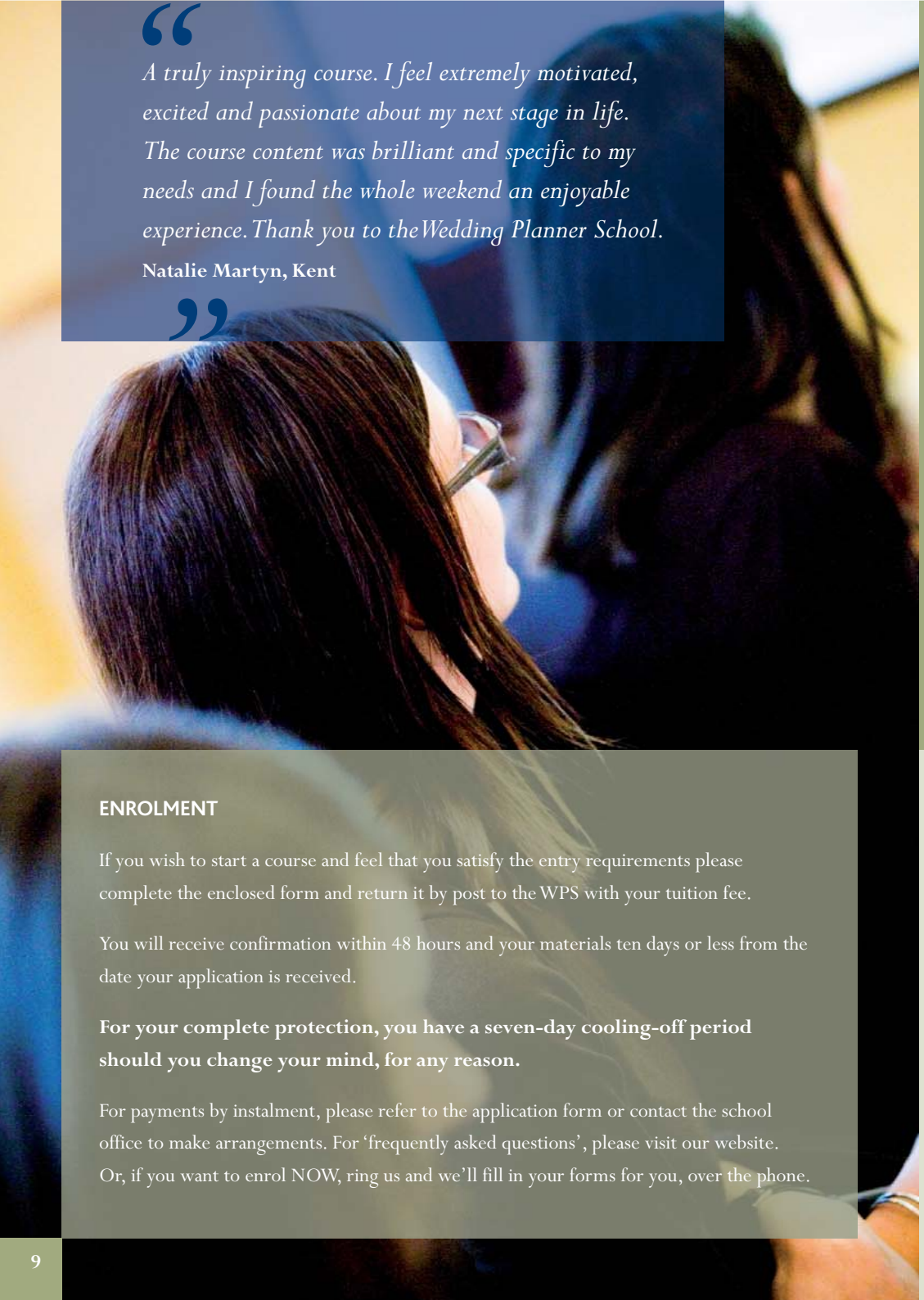
We have students all over the world who have achieved or are studying for their Professional Wedding Planning and/or Event Management Diploma accredited by the International Association for Distance Learning.
Some international students enjoy studying at home, whereas others fly in on a tourist visa to attend one of our highly enjoyable weekend courses. Others fly the tutor to them for ultimate convenience and personal tutoring.

We have graduates in:

Dubai	Japan	Nigeria	Syria
Finland	Jordan	Romania	Thailand
France	Lebanon	South Africa	Zambia
Germany	Malaysia	Spain	Zimbabwe
Italy	Malta	Switzerland	

"Once again, thank you very much for this amazing course… I thoroughly enjoyed it. It was exactly what I was looking for and has left me a lot more confident that I can set up my own business and do it successfully."

Tara Sharp, Zimbabwe



> *A truly inspiring course. I feel extremely motivated, excited and passionate about my next stage in life. The course content was brilliant and specific to my needs and I found the whole weekend an enjoyable experience. Thank you to the Wedding Planner School.*
>
> **Natalie Martyn, Kent**

ENROLMENT

If you wish to start a course and feel that you satisfy the entry requirements please complete the enclosed form and return it by post to the WPS with your tuition fee.

You will receive confirmation within 48 hours and your materials ten days or less from the date your application is received.

For your complete protection, you have a seven-day cooling-off period should you change your mind, for any reason.

For payments by instalment, please refer to the application form or contact the school office to make arrangements. For 'frequently asked questions', please visit our website. Or, if you want to enrol NOW, ring us and we'll fill in your forms for you, over the phone.

WEEKEND COURSES

Weekend courses are designed to be highly enjoyable and have received entirely positive feedback from past students. These are intensive courses suited to those wanting to find employment in these competitive industries or those considering starting their own business. The weekend course is the essential 'kick start' to a career change, or serves as a great refresher.

The taught course takes place over 2 consecutive days, usually a weekend from 10am – 6.00pm (see enrolment form or *www.weddingplanningschooluk.com/acatalog/Course_Dates.html* for forthcoming dates and venues). We strive to keep class sizes very small, always between 2 and 12 trainees so that the regional market is not flooded and students receive maximum benefit.

We welcome staff and partners to attend and offer reduced prices for multiple bookings.

The course includes all teaching, resources, room hire, a frameable accredited diploma qualification certificate, lunch and refreshments both days. Trainees may use their course tutor as a referee and may show the recognised certificate to future employers and customers. The certificate acts as an indication of your core competence and the support facilities you have available to you while you build up your portfolio of experience.

See enrolment form, or our website, for current prices.

Candidates should be aware that this is a genuine qualification and as such we reserve the right to fail students who do not meet the standards of the course. Assessment is continuous and based on interactions with your tutor, common sense and quick thinking displayed in class. A short quiz will make up 10% of the mark.

Students may specify which topics they wish to focus on and extra time will be allocated to those areas where possible. At the end of day one students will be asked to complete a brief evaluation which is a chance to influence the content or teaching style of day two.

SYLLABUS

The syllabus is virtually identical to the combined home study courses of the same level. See page 13 for more information.

CORRESPONDENCE COURSES

CORRESPONDENCE COURSE FORMAT

The course involves you reading the information supplied by your tutors and completing a series of activities relating to each chapter. There are 12 chapters broken into four sections. To receive your externally accredited diploma simply complete each activity and submit it for marking in the envelopes provided. There are no essays in the coursework, the activities are designed to be useful tools for your professional life such as venue research, creating a supplier database, getting creative with theme ideas, looking at your own experience so far and thinking through common problems. The qualification certificate is subject to a 70% pass/fail assessment by WPS tutors. A random sample is also externally audited to ensure fairness and consistency.

All UK postage costs will be covered by The Wedding Planner School.

Help is provided by telephone and email and if desired you may book a one-to-one day with your tutor for face-to-face help. See opposite page for info.

THE DIPLOMA QUALIFICATION (EXTERNALLY ACCREDITED)

Candidates may use their personal course tutor as an academic referee and once certified, may show the diploma to future employers and customers. The accredited diploma qualification certificate is indicative of candidates' core competence and the support facilities available while they build up their portfolio of experience.

DURATION OF COURSE

Candidates may take as long as necessary to complete each module however it is essential that all modules are completed within 12 months of registering for the course. We estimate that doing just two hours per week takes approximately 2-3 months to complete the home study foundation course and 3-5 months to complete the higher levels.

ENTRY REQUIREMENTS

We recommend for your own benefit, that you have a GCSE (or equivalent) in English.

Allowances will be made if you have fluent English skills with no formal qualifications at the discretion of the board. If your spoken English is good but your written English is not, you should consider a weekend course instead.

ONE-TO-ONE TUTORING

This course format provides both individuals and organisations with the opportunity to have a course tailored to meet their requirements. One of our specialist tutors can go to your home or place of work and spend a minimum of eight hours teaching, working with and assisting you, even with practical tasks.

You choose topics of interest in advance so that a bespoke personalised training session can be created especially for you. There may be subjects that are of a particular interest for your future plans, or areas of weakness that need to be improved.

These sessions are available at any level and we recommend allowing at least one day per level. When studying all three levels we advise mixing the course formats to benefit most from the different styles, so students can opt to have a One-to-One for the advanced level, giving the chance to revisit any topics previously covered or for one of our tutors to examine current working practices and suggest ways to improve them.

One-to-Twos, Threes, Fours...

These sessions can be specially tailored to suit a group of people as well, so fellow staff or employees can benefit from this bespoke training.

Accurate prices and available dates are on our website. Fees start from £295 per person for larger groups and from £495pp for small groups. Weekend fees vary.

"I can't wait to get started now! I keep getting a little tingle of excitement every time I think about it! Thank you so much for all the support."

Debbie Stewart, Lancashire

HOME STUDY COURSE SYLLABUS

WEDDING PLANNER FOUNDATION DIPLOMA

- Understanding the role of a wedding planner
- Wedding etiquette and planning guidelines
- Budget management for wedding planners
- First meetings with clients
- Market research and planning your career
- Optional chapter: Planning your business
- Avoiding problems and troubleshooting
- Organising weddings abroad
- Coordinating a wedding day
- Wedding planner marketing and sales
- High profile weddings
- Customs and superstitions
- Religious and military weddings

EVENT MANAGEMENT FOUNDATION DIPLOMA

- Understanding the role of an event manager
- Introducing all types of events
- Market research and business planning
- Customer service
- Event planning schedules and skills
- Researching suppliers
- Venues
- Negotiating
- Designing event themes
- Holding a client planning meeting
- Optional chapter: Setting up in business
- Getting your own clients

FOUNDATION LEVEL COMBINED WEDDING & EVENT MANAGEMENT DIPLOMA

The combined course covers all of the above topics in specially integrated modules. By studying the combined diploma you not only learn everything you would from each of the single subject courses, but you are also able to compare and contrast the two disciplines without increasing the amount of coursework by very much.

See booking form or website for current tuition fees. The above details are subject to change.

www.theweddingplannerschool.org.uk

To speak to one of our career advisers call **01312 084 177** (9.15am-5.30pm weekdays) or leave a message on our answer phone and an adviser will call you back as soon as possible.

Intermediate level (level 2) home study courses

WEDDING PLANNER INTERMEDIATE DIPLOMA

- Wedding planning schedules and skills
- Researching suppliers
- Green weddings and environmental responsibility
- Themes, creating and designing
- Venues
- Negotiating
- Marriage law and procedure
- Customer service
- Further marketing: getting new clients
- First aid preparation
- Preventing wedding planner business crime and disaster
- Health and safety considerations for wedding planners

COMBINED SUBJECT INTERMEDIATE DIPLOMA

- Planning schedules and skills
- Researching suppliers
- Green weddings and environmental responsibility
- Themes, creating and designing
- Venues
- Negotiating
- UK marriage law and procedures
- Customer service
- Further marketing: getting new clients
- Religious and military weddings
- First aid preparation
- Avoiding business crime and coping with disaster
- Health and safety considerations for wedding and event planners
- Wedding customs and superstitions

LEVELS & OPTIONS FOR STUDY

NOT SURE WHICH COURSES YOU CAN STUDY AND WHEN?

Use this table to choose the best route for you.

	FIRST...	THEN...	FINALLY
Route one	Foundation *home study* course.	Intermediate *home study* course.	One-to-one appraisal **OR** Case study project.
Route two	Foundation *home study* course.	Intermediate *weekend* course.	One-to-one appraisal **OR** Case study project.
Route three	Foundation *weekend* course.	Intermediate *weekend* course.	One-to-one appraisal **OR** Case study project.
Route four	Foundation *weekend* course.	Intermediate *home study* course.	One-to-one appraisal **OR** Case study project.
Route five	Six months or more of professional experience as a wedding or event manager (no course required).	Intermediate *weekend* or *home study* course.	One-to-one appraisal **OR** Case study project.

Our courses are available at three levels depending on previous experience. All of these routes will get you the advanced diploma in wedding planning & events management or just wedding planning if you prefer.

New candidates can start on the Foundation Level, while returning trainees can work on the Intermediate Level.

You do not have to complete all levels; you may find that the first level or two is enough to get you where you want to be, but to place yourself above the competition you will no doubt want to study to the higher levels. An externally accredited diploma qualification certificate is issued at every level.

We recommend mixing as many formats as possible and taking part in work experience to get the most benefit from the courses.

If you have any questions please call the school on **01312 084 177** or out-of-hours email us: **admin@theweddingplannerschool.org.uk**

"Words are not enough to express my appreciation, but know that you gave me something I will always remember you for."

Caroline Dobinson, Derby

CASE STUDIES

Be inspired by the stories of those who have achieved diplomas in Professional Wedding and Events Planning and reaped the rewards from studying at The Wedding Planner School.

FORMER STUDENT'S COMMENTS

"I am able to stand apart from competitors by displaying The Wedding Planner School logo. To be able to prove to prospective clients that I am certified and the information I provide is qualified is invaluable and also provides a reassurance to my clients."

Ruth, 'Finesse Planning', former student at WPS, has been involved in many different weddings including that of an international supermodel. She provides advice on the radio, and is an expert in a bridal magazine.

"I just wanted to say a big thank you to Emma who was my tutor at the weekend course in London. I thoroughly enjoyed the course and am very excited about putting all I learnt into action now! Emma was really helpful and explained everything so well! I was speaking to a fellow student who mentioned that she was beginning work experience with a bride-to-be. This is such a great additional offering and invaluable. Thanks again for providing us with such good resources."

Emily, former student at WPS.

"Thank you very much for the email and the extremely helpful logos and qualification abbreviations. I thoroughly enjoyed the course and learnt more than I had hoped, which is great. Amber is an excellent tutor, her patience and calm attitude has a truly wonderful effect on her teaching skills. I hope to join more courses in the future but for the moment… I must crack on with becoming a wedding planner extraordinaire! Thank you once again."

Kelli, former student at WPS.

Other testimonials are available to view on our website, where there is also a link to independent course reviews.

EMPLOYER'S COMMENTS

"I receive so many job applications from wannabe wedding planners but so few demonstrate the level of training and experience that comes from qualified WPS students. I usually write back to the applicants and say 'speak to WPS, they'll sort you out. Then come back to me.' It makes my life easier because I know the course, the standard and the level each applicant has undertaken."

Tim Chudleigh, Venue Manager.

CLIENT'S COMMENTS

In spring 2008 Celia Adams (www.celiaadamswedding planning.co.uk) took a course with the WPS in Bath and went on to study her intermediate level in London and advanced level from home. The school matched her up with a real life couple that she had never met before so she could get more practical experience on top of the theory she had been learning on the courses.

Great training leads to great feedback.

Comment from Celia's first clients introduced to her by the School:

"Celia has been a total godsend to us while planning our civil partnership and I would recommend her highly to anyone. She asked all the relevant questions including what we ourselves felt was important to us.

This meant that from the start she had a great idea of what we wanted from the day, both physically with decorations and food, and emotionally in terms of the tone of the event, as well as keeping an eye on what budget we were working with. She was one of the rare people involved in the wedding business that I knew I could guarantee would be totally 100% reliable, on the ball and who would get back to me about any worries I had big or small! She has made me feel like the wedding will be everything I wanted it to be and that is priceless!"

Charlotte Tattersfield, Bride.

COURSE FEES

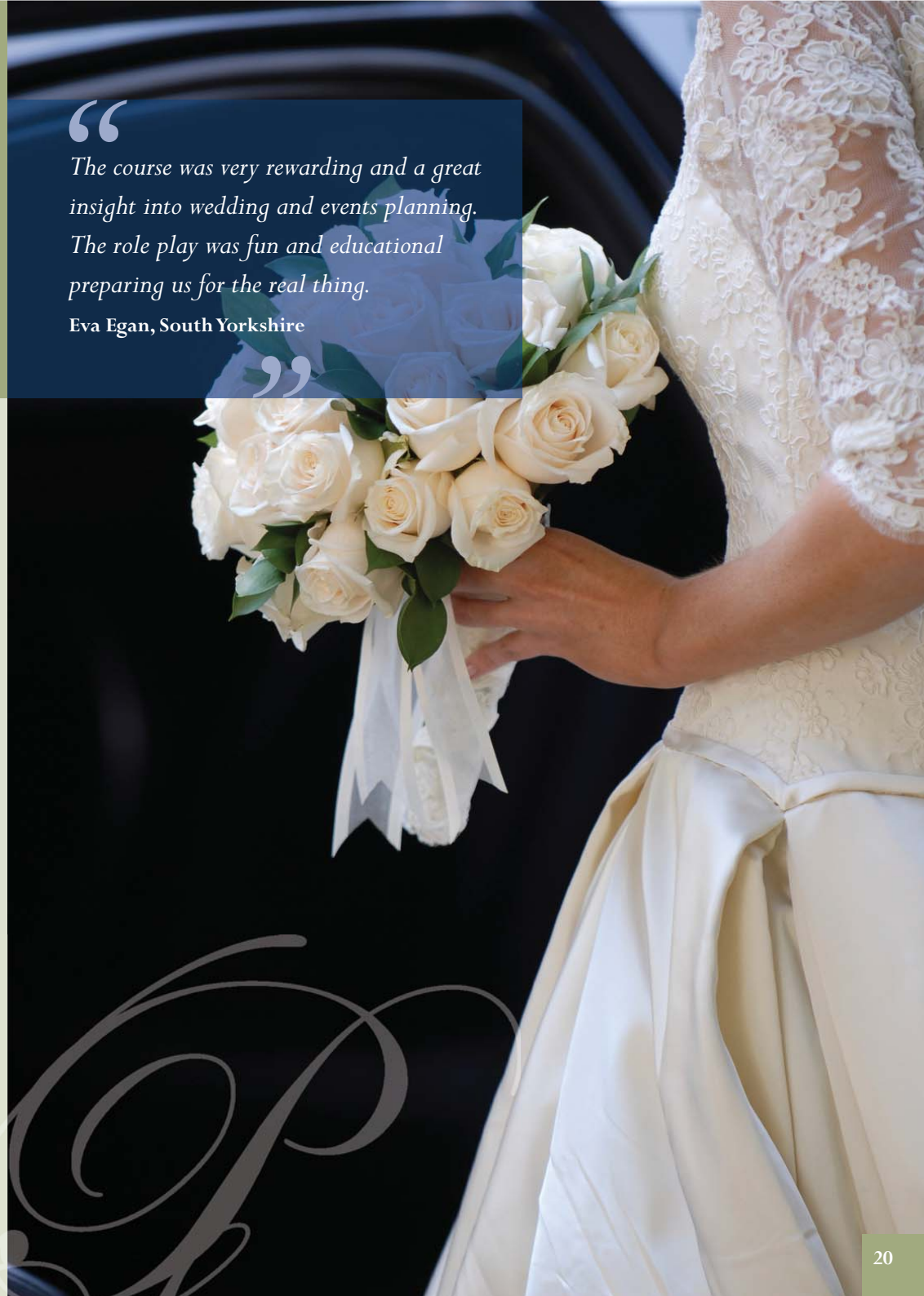
- Weekend courses start from £595 - £645*. Includes refreshments and meals. Pay just £95 to book, then the balance two weeks before the course
- Home study courses start from £545 for one subject or £595 for two subjects*
- See website for current grants and concessions
- We do offer an instalment method to help spread the cost of your home study course. You can pay for your home study in up to four instalments, subject to proof of address. This means that high quality courses are affordable to all
- Our students and graduates have the privilege of concessionary fees on further courses studied within the first 12 months of enrolling on a course so you can pace yourself and get the highest level when you are ready.
- Concessions are available to pairs or group bookings.
- Bridal Make Up courses start from £250 per person.

Please make cheques payable to 'The Wedding Planner School' or enrol by phone or via the website.

If you are a business looking to train your staff please ask about our group booking discount by calling reception on 01312 084177.

*Tuition fees can vary depending on the level and location of the Course and VAT fluctuations. Please see application form for current fees. We reserve the right to alter course fees without notice.

UK Registered VAT number: 928 2291 13.



"The course was very rewarding and a great insight into wedding and events planning. The role play was fun and educational preparing us for the real thing."

Eva Egan, South Yorkshire

An informative course; exceeded my expectations. We had a brilliant tutor with a real passion for the industry that transpires through her approach to teaching.

Kamila Jaskot, West Sussex

APPLYING

Applying for all courses is simple. We recommend that you book your place as early as possible by telephoning, booking online, returning the enclosed booking form or emailing the school office at: **admin@theweddingplannerschool.org.uk**

In some cases weekend places may be available at short notice so please call the school office on **01312 084 177.** If the course date is still showing live online there are definitely spaces.

NATIONWIDE

Our courses are held across the UK all year round. New dates and locations are constantly being added to the timetable. To find your nearest course please visit our website: **www.theweddingplannerschool.org.uk**

INTERNATIONAL

Overseas students welcome. See pages 8, 11 & 12 for more information.

"The world is full of people who fear they've taken the wrong turning somewhere along the way. I've met a successful lawyer who wished she could use her creative side in her work, a company director who longed to work with actual clients and see the results for herself, and an accountant who regretted not working in a more inspiring role.

The good news is that it isn't too late to go back to the drawing board and identify the right kind of work. Perhaps it's time for you to consider what you really want, to make fresh plans for your future and train to be an Events Planner."

Teresa Monaghan, WPS course tutor.

I feel confident that I had the best learning experience I possibly could have.

Laura Vincent, Essex