

New Beginnings Weddings and Events
Post Office Box 347037, Atlanta, Georgia, 30334
Office: 404.217.2956
Email: consultant@newbeginningsweddings.com

Apprentice/Mentorship Program Guidelines, Application Process

Below you will find program information, as well as guidelines for applying. Be sure to follow the application guidelines to the letter.

The New Beginnings Weddings and Events Mentorship/Apprenticeship Program consists of the following:

Prior to the wedding or event:

You will be assigned a virtual wedding/event assistant position for an upcoming wedding or event. This will consist of you performing research, making and following up on phone calls, discussing the event program with Rhonda, accessing tasks to be done and in some cases, attending vendor meetings alongside Rhonda.

Week of wedding or event:

Day One: Office training with Rhonda learning the office functions of the wedding business. Rhonda will show you what you need to know from site and vendor selection, checklists and timelines for overall wedding planning and the wedding week and how she meticulously organizes every wedding and event from start to finish.

Day Two: You will go with Rhonda, on-site to the event location/rehearsal with Rhonda. You will assist Rhonda as she performs a run through of the site location, or, manages the rehearsal and prepares the clients for either their special day.

Day Three: Consists of assisting at the event/wedding from set-up to cleanup.

After completing the program, candidates receive:

- 1) Certificate of Completion will be awarded;
- 2) Personal letter of recommendation and commendation will be provided;
- 3) Courtesy vendor album of photos (will be between 10-20 photos) of the event for your portfolio.

To apply for this program, you will need to do the following. Submit to Rhonda:

Minimum Qualifications:

- 1) A letter of interest of why you want to get into this program. Include what you believe sets you apart as a potential wedding planner, and how that attribute will benefit your future clients, and those you will work alongside.
- 2) Resume of event/wedding planning experience (*no matter how small your role – experience matters*); and
- 3) One to three (*no more than three*) personal reference letters from people who can attest to your character and work ethic. (*The more letters you include, the better your chances for entry in to the program.*)

Preferred Qualifications:

Candidates who, in above to the minimum qualifications above, have:

Any certificates or proof of completion of other event/wedding programs;

Customer service certificates received in a current position, or previous jobs.

Note to all Applicants: Due to the serious nature of what this program represents for a qualified candidate, New Beginnings' clients and New Beginnings as a company, New Beginnings reserves the right to be selective on who gains entry into this apprenticeship/mentorship program and reserves the right to exclude an applicant who, as deemed by New Beginnings, may not be an exact fit for the program. The above qualifications are **minimum** ones and not necessarily representative of all that will be used in the review of applications.

Please email the above components of application to Rhonda@newbeginningsweddings.com. Or, mail all elements to:

Apprenticeship/Mentorship Program

Attention: Rhonda Allen
New Beginnings Weddings and Events
Post Office Box 347037
Atlanta, Georgia 30334

Failure to include the **minimum qualification components** at the time of submission will result in your application not being considered. Because of the volume of "**lack of sincerity**" inquiries received by this office in regard to our program, no phone calls to the office regarding application or submission will be returned. Only email inquiries will receive responses.

Program fee: \$1,000.00

Entrance into Program:

Competition for entrance into our program is competitive. Apprenticeships/Mentorships are limited to one per event. The earlier you apply, the better your chances of being accepted AND getting an opportunity to work an event that fits into your schedule.

It may take between two and six weeks for an apprenticeship/mentorship application to be completed. Acceptance into, and completion of review process includes, initial application review, face-to-face interview with applicant, and final determination. Upon acceptance into the program, applicant will execute a confidentiality agreement and need to satisfy program fee within seven (7) days of agreement **before** entrance into program is complete. Failure to execute confidentiality agreement and settle program fee will result in applicant being ejected from the program and New Beginnings moving on to the next candidate for consideration.

Travel to participate in this program is not provided, nor reimbursed by New Beginnings. All expenses are the total responsibility of the program candidate.

Rhonda is also available for mentorship via phone consultations at an hourly rate, if you are out of state and cannot otherwise participate in the apprentice program. Her number is: (404) 217-2956 at a rate of \$75 an hour. A contract will need to be executed prior to phone consultations taking place.