

Membership Designation for Wedding Planners & Wedding Consultants



The Association of Bridal Consultants (Singapore) will be using the similar points system (as adopted from the US Headquarters) for membership designations, combining membership advancement and educational advancement. This will have ABC titles reflect a member's education and professional development levels, as well as his or her real world experience and industry contributions. ABC feels both are important.

Remember, the higher your ABC designation, the more opportunities are available to you.

Membership Designation in Association of Bridal Consultants (Singapore)

The following are the Membership Designation for Consultant Members and the allocated points;

0 – < 24.75 points	Assistant Bridal Planner
25 – < 49.75 points	Bridal Consultant
50 – < 74.75 points	Professional Bridal Consultant
75 – < 99.75 points	Accredited Bridal Consultant
100 points or above	Master Bridal Consultant

Membership Designation Points System Guidelines

The Membership Designation Points System are categorized into the following;

- a) Education & Professional Development
– *Reflect the member's effort in Continuing Professional Development*
- b) Professional Industry Experience
– *Reflect the member's real wedding experiences*
- c) Leadership / Participation
– *Reflect the member's involvement in the Association*
- d) Professional Industry Contribution
– *Reflect the member's contribution to the wedding industry*
- e) Related Activities
– *Other activities to strengthen the member's credibility in the industry*

Your credentials can now reflect both your education AND your wedding industry experience.

Here are some pointers when submitting your membership application:

- a) Print and complete the summary checklist found on pages 3, 4 and 5 of this document. Accredited and Master applicants should also include pages 7 and 8.
- b) Please supply "**copies only**" when presenting evidence of points earned. Only submit originals if requested. Also, please keep a copy of whatever you submit, as ABC will not retain your original package.
- c) Only your Points Assignment Checklist will be returned. Complete packages will only be returned at the Accredited and Master level.

For any other queries on membership application, please contact the undersigned.

Jonathan Goh
Country Director
Association of Bridal Consultants (Singapore) Pte Ltd
Tel: +65 6276 0575 Email: office@abc-singapore.org



Membership Application/Advancement Form

APPLICANT'S DETAILS

Name: _____ Membership Number: _____ (for advancement)

Email: _____ Company's Name: _____ (if applicable)

Mailing Address: _____

Date of Application: _____

I request the consideration for my membership application / advancement to *(please tick one of the following)*;

- 0 – < 24.75 points Assistant Bridal Planner (ABP)
- 25 – < 49.75 points Bridal Consultant (BC)
- 50 – < 74.75 points Professional Bridal Consultant (PBC)
- 75 – < 99.75 points Accredited Bridal Consultant (ABC)
- 100 points or above Master Bridal Consultant (MBC)

I have read, understood and agree to unconditionally comply with ABC-Singapore's Standards of Membership and Code of Ethics. I have attached true, unaltered copies documenting my qualifications and my completed Points Assignment Checklist.

		Total
Education and Professional Development	Minimum 12 points, Maximum 50 points	
Professional Industry Experience	Minimum 10 points, Maximum 40 points	
Leadership/Participation	Maximum 30 points	
Professional Industry Contribution	Maximum 20 points	
Related Activities	Maximum 20 points	
TOTAL		

For application/advancement to Accredited/Master Bridal Consultant, I have followed the Accredited/Master application procedures and provided my essays and portfolio.

I have enclosed my non-refundable application fee in the amount of

- S\$50 for membership application for Assistant Bridal Planner or Bridal Consultant
- S\$100 for advancement to Professional Bridal Consultant
- S\$300 for advancement to Accredited Bridal Consultant
- S\$500 for Master Bridal Consultant

Sincerely,

Applicant Signature



MEMBERSHIP APPLICATION/ADVANCEMENT FORM

APPLICANT’S DETAILS

Name: _____ Membership Number: _____ (for advancement)

Email: _____ Company’s Name: _____ (if any)

Mailing Address: _____

Date of Application: _____

Membership Designation Points Assignment Checklist

Education & Professional Development	Min 12 points, Max 50 points	Your Values	Approved
Complete and receive the Certificate in Professional Wedding Planning (CPWP) conducted by ABC-Singapore - Classroom lessons (30 lessons) - American Wedding & Business (CD Text – Self Study) - Projects and Assessments	20		
Attendance to the Optional Overseas Field Trip - Field trip to US - Field trip to countries that may include Japan, Korea, Hong Kong - Field trip to countries that may include Phuket or Bali	3 per trip 2 per trip 1 per trip		
Attendance to any meetings, workshops, training courses conducted or organized by ABC-Singapore	1 per day 0.5 for half day (4 hours)		
Full attendance to any of the following ABC Seminars or Regional Conferences: such as New Horizons, Expanding Horizons, Cultural Horizons, Far Horizons, Global Horizons	3 each		
ABC (US) Annual Conference (full attendance per year attended)	5		
ABC (Asia) Annual Conference (full attendance per year attended)	3		
Other wedding certificate programs (submit transcript of topics and grades)	2		
GCE “O” Level and below or	0.5	} Only one applies	
GCE “A” Level / Diploma or	1		
Degree and above	1.5		
Industry-/business-related education 2 to 4 hour seminar	0.25		
Industry-/business-related education 5 to 8 hour seminar	0.5		
Industry-related conferences	1		
Industry related course more than 8 hours (per course completed)	1		
Approved safety or medical course (First Aid/CPR)	0.5		
Education and Professional Development TOTAL			

**If joining with less than 25 points, the association strongly recommends that you successfully complete the course “Certificate in Professional Wedding Planning” (CPWP).*



Professional Industry Experience	Min 10 points, Max 40 points	Your Values	Approved
Experience in wedding industry (years in business)	1 per year		
Planned, coordinated, directed, or serviced wedding or event	0.25 per wedding		
Planned, coordinated, directed, or serviced wedding or event which are featured in Bridal Magazines as Real Weddings	0.5 per wedding		
Intern/apprentice with recommendation from supervising ABC members	0.25 per wedding		
Professional Industry Experience TOTAL			

Leadership/Participation	Max 30 points	Your Values	Approved
ABC membership (1 point per completed 6 months)	2 per year		
State/Country Coordinator (max 10 points)	2 per year		
Networking Group Coordinator	2 per year		
Mentor/apprenticeship supervisor	1 per apprenticeship		
Awarded as a Professional Bridal Consultant from Association	2		
Awarded as a Accredited Bridal Consultant from Association (Do not count level you are requesting)	4		
Other Professional Designation, may include; <ul style="list-style-type: none"> - CFP – Certified Financial Planner - CPA – Certified Public Accountant - M.D. / Ph.D 	1 per designation		
Other appointed ABC position	1 per year or project		
Participate in ABC meeting committee	2 per national 4 per international		
Leadership/Participation TOTAL			

Professional Industry Contributions	Max 20 points	Your Values	Approved
Published article (author) in industry-related publication (per article)	1 per article		
University/college instructor of industry-related course	1 per course		
Industry or university/college guest speaker	0.5 per engagement		
Industry panelist, moderator, or roundtable leader	0.25 per engagement		
Published industry-related book or video (author)	5 per book or video		
Published industry-related book (co-author)	2 per book		
Published industry-related book (contributor)	1 per book		
Industry-related training presentation or audiovisual (author)	1 per presentation		
Professional Industry Contributions TOTAL			



Related Activities	Max 20 points	Your Values	Approved
Membership in other related professional association / organization (ISES, NACE, WEVA, ADJA, PPA, local wedding organization, etc.)	1 per membership		
Officer/board member in industry-related professional association/organization	1 per term		
Business / Industry award (Miss Dorothy Scholarship, Spirit of Enterprise, Entrepreneur of The Year, etc)	1 per award		
Business / Industry award nomination/application (Spirit of Enterprise, Entrepreneur of The Year, Rising Star, etc.)	0.5 per nomination/award		
Community service project/contributions/volunteer	1 per project		
Related Activities TOTAL			



INSTRUCTIONS

- The Points Assignment CheckList will be used for **Assistant Bridal Planner, Bridal Consultant, Professional Bridal Consultant, Accredited Bridal Consultant, and Master Bridal Consultant** membership categories
- Any existing members who have achieved the **Professional Bridal Consultant or higher** under the US membership will still retain their title along with their membership with the association. The points system will apply only when you apply for Accredited and Master Bridal Consultant.
- For advancement to **Accredited** and **Master** level, please see the specific guidelines on page 8 & 9.
- Letters of recommendation may be part of your points qualification documentation. **DO NOT** have individual clients or vendors mail recommendations to the office separately
- The applicant is responsible for supplying proof of each item. **Please provide copies only – no originals!**
- When applying, print the pages and complete “Your Values” for the points you are using.
- If “Your Values” does not meet the minimum points in the specific categories, it will not be taken into considerations when we approve and tabulate the points for your membership level and designation.
- **Please mail your application to:**
Association of Bridal Consultants (Singapore) Pte Ltd
9 Temasek Boulevard #15-03 Suntec City Tower Two Singapore 038989
- Application Fee is via Cheque Payment and payable to **Association of Bridal Consultants (Singapore) Pte Ltd**
- The following are the examples of appropriate documentation required for the specific categories;

Education and Professional Development

- ❖ Copy of your college degree or transcript.
- ❖ Annual Conference/regional conference – copy of training certificate or letter from your State/Country Coordinator validating your full attendance.
- ❖ ABC seminars and all other educational courses – provide copy of training certificate with course, date, and number of hours.

Professional Industry Experience

- ❖ Business Registration Certificate or Company’s Memorandum of Articles (to validate years of wedding/business experience)
- ❖ Business Profile from ACRA (Accounting and Corporate Regulatory Authority Singapore)
- ❖ Business Plan, Marketing Plan
- ❖ Company/Business Tax Assessment
- ❖ Copy of business telephone bills with dates (must have company name on the bill) One month per year (same month) is sufficient
- ❖ Evidence of employment in wedding-related positions/business
- ❖ Employment contract covering period of employment
- ❖ Planned, coordinated, directed or provided your services to a wedding or event evidenced by the following:
 - Signed contract OR
 - Signed letters of recommendation from client(s) AND another participating vendor

NOTE: Please delete or blank off sensitive information such as your Service Fees



Leadership/Participation

- ❖ A copy of your State/Country Coordinator contract
- ❖ Letter from State/Country Coordinator indicating number of years as Networking Group Coordinator
- ❖ Mentor - letter naming apprentice(s) supervised and dates of apprenticeship(s)
- ❖ Other professional designation - copy of certificate or proof of designation
- ❖ Other appointed/elected ABC position - Letter from State/Country Coordinator, Director, or President

Professional Industry Contributions

- ❖ Copies of published articles you have written
- ❖ Book or media title, publisher, ISBN
- ❖ For paid engagements - copies of contracts/agreements (please delete or blank off sensitive information such as your Service Fees)
- ❖ For other guest speaking engagements– date, agenda, itinerary, brochure, letter of appreciation

Related Activities

- ❖ Current membership certificates or proof of payment in other professional organizations
- ❖ Letter of appointment or letter from board members confirming officer/board appointment
- ❖ Copy of award nomination/won



ACCREDITED BRIDAL CONSULTANT

Application Guidelines

To receive the designation of Accredited Bridal Consultant, please submit the following package for review by the Asia Director in addition to your points qualifications. Your portfolio consists of two essay questions and a wedding portfolio.

Your essays and portfolio will be combined with your points for a final determination. PLEASE package all the materials together in a binder **not more than two inches thick**. Your presentation for this level of achievement is as important as your presentation of materials to a potential client.

Answer **TWO** of the following essay questions in 250 words or less.

- 1 What is the greatest value of Association membership? How has ABC membership contributed to your growth, and how can the Association convey this to new members? (You agree to have your answer quoted/published on the ABC Website or in ABC Dialogue.)
- 2 There is a severe weather-related incident (blizzard, hurricane, whatever fits your situation) the day before a large wedding. Describe your plan of action for all concerned and, of course, how you deal with the bride/groom, and all other vendors. You can use an actual wedding incident if you have experienced something similar to this scenario.
- 3 Networking is essential to the wedding profession. Describe how and where you network and how it benefits your business and professional growth.
- 4 The wedding was less than “perfect” due to circumstances beyond your control. You did your best, but you have received a formal complaint against you/your business. Describe how you would handle the situation. You can use an actual wedding incident if you have experienced something similar to this scenario.

Submit to Country Director a portfolio of a wedding you have done in the past **three** years. Materials to include are:

- Initial contact information, welcoming letter, phone log and/or etc.
- Your promotional material
- Contract or agreement with the client
- Contract with vendors (if this was your responsibility) or how you coordinated with vendors
- Schedules – both long range planning and wedding day itinerary
- Any other “things” (invitations, décor, programs) you were responsible for
- Pictures from the wedding, preferably professionally taken
- Follow up evaluation from the client and/or vendor(s) (at least one is required)
- Your summary and evaluation of the event – the good, the bad, why this wedding was selected to present

Please keep your package submission to a 2-inch binder. Don't forget your application fee of S\$300 (non-refundable).

Note: To apply for the Accredited Bridal Consultant level, you need to have at least achieved the minimum points required for the level at the time of application.



MASTER BRIDAL CONSULTANT Application Guidelines

To receive the designation of Master Bridal Consultant, please submit the following package for review by the Master's Panel. In addition to your points qualifications, complete two of the following essay questions, and provide an outline or summary of your Master's wedding portfolio. Your points, essays, portfolio presentation and panel interview will be evaluated by a panel of three Master Bridal Consultants for a final determination. Package all the materials together in a binder not more than 3 inches thick. Don't have individual brides mail letters to the office separately. Your presentation for this level of achievement is as important as your presentation of materials to a potential client.

Answer **TWO** of the following essay questions. Your answers should be between 250 and 350 words each.

- 1 You are applying for a title of prestige. Describe your role as a Master Bridal Consultant/Master Wedding Vendor and how you will fulfill it.
- 2 Describe one of your most difficult wedding/event challenges that required a "master" level of skills/expertise to solve/resolve. What was your solution?
- 3 Describe an ethical challenge you have encountered or were involved with. Describe the situation, your role/involvement, and how you handled it.

Finally, you must present a portfolio of a wedding or wedding-related project/event you have done in the past three years that demonstrates your industry contributions, leadership, and mastery to a panel of three Master Bridal Consultants at the Annual Conference in US. Your portfolio should be prepared in triplicate for the panel.

Materials to include (as appropriate) are:

- Communications: initial contact, intake/needs assessment, proposal, meetings, phone log, etc.
- Contract or agreement with the client and contract(s) with vendors (if this was your responsibility) or how you coordinated with vendors
- Budget
- Schedules – both long range planning and wedding day itinerary
- Your role/responsibilities
- Pictures from the wedding/event
- Follow up evaluation from the client and/or vendor(s) (at least one is required) and/or evidence of event publication/media
- Your evaluation of the event, and how this wedding or event demonstrates "master" skill level
- Submit an outline of your portfolio presentation **with your application** for Master Bridal Consultant for distribution to the panel members prior to your presentation.
- The Master Bridal Consultant panel meets on Sunday at the Annual Conference (or as arranged at upcoming regional seminars as applications dictate). Once your application for Master Bridal Consultant is received, you will be contacted to confirm panel presentation. Applications must be received by **October 1** annually to be considered for presentation at Annual Conference in November.
- You will be responsible for your travel to the panel presentation.
- Audio-visual equipment must be requested in advance. Visual displays and handouts for each panel member are an important part of your presentation.
- Candidates will have 15 minutes to present their portfolio to the panel.
- Panel members will have 15 to 30 minutes to ask questions about candidate's points, essays, portfolio and additional questions on other wedding-related topics.
- Candidates will get feedback from the panelists on their presentation; however, the decision of the panel is final and may not be contested. If not selected, candidates may reapply the following year paying only 50% of the application fee.
- The panel may award Accredited Bridal Consultant to candidates who qualify for those designations.

Note: To apply for the Master Bridal Consultant level, you need to have at least achieved the minimum points required for the level at the time of application.