



PORT DOUGLAS

WEDDING PROFESSIONALS

MEMBERSHIP APPLICATION OVERVIEW

Thank you for your interest in joining the Port Douglas Wedding Professionals (PDWP).

The Port Douglas Wedding Professionals is a group of like-minded, locally based businesses who are all members of Tourism Port Douglas Daintree and dedicated to offering professional wedding services operating in the Douglas section of the Cairns Regional Council area. The Douglas region is that area previously included in the former Douglas Shire. The group has formed as a result of a collective determination of wedding professionals to promote Port Douglas and the Daintree region as a premier Wedding destination based upon its special and distinctive qualities both in terms of unique natural features, infrastructure, resources and personalities.

The group was established in April 2009 and since that time has worked towards forming a business plan, website, media and marketing plan, branding and membership application process.

The chief marketing collateral of PDWP is the website www.weddingsportdouglas.com.au and a double-sided A5 brochure (distributed both locally and domestically at wedding and travel expos) which is included in this package.

The cost of joining PDWP for the 2011/2012 year is \$425 made up of the following components;

Joining/Website listing fee \$100*

Marketing Contribution \$325

**One-off fee for ongoing members*

To be eligible to join as a member your business will need to meet certain criteria including;

- Having a business website which outlines services offered to wedding clientele
- Be able to prove you are actively working in the wedding industry
- Be able to prove you are actively marketing your business in the wedding industry
- Hold current Public Liability Insurance Policy of no less than \$5M
- Be a member of Tourism Port Douglas Daintree www.tpdd.com.au
- Accept and sign the group's Code of Conduct (attached in this package)
- Be nominated by an existing member of the group (members can be found listed on the website)
- Hold an Australian Business Number (ABN) or Company Number (CAN)
- Provide information to clients regarding professional services both verbally and electronically including access by phone and email
- Attend group meetings on a regular basis
- Respond to group business and correspondence in a timely fashion and;
- Have your application accepted by the group



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CODE OF CONDUCT

I/we the undersigned agree to abide by the Code of Conduct of the Port Douglas Wedding Professionals including abiding by the following:

- Maintain a high standard of service in professional conduct and practice at all times;
- Respect the importance of the marriage ceremony and wedding day to the couple and their guests;
- Ensure that personal presentation is of an appropriate standard and respect the expectations of the client in relation to their wedding day;
- Arrive at the arranged venue no later than the time agreed with the client on the day of the event;
- Be open to evaluative comment from clients and use comments to improve performance
- Show respect for fellow members as professionals;
- Provide information to clients regarding their professional services both verbally and electronically including access by phone and email as well as having a website.
- Respond to inquiries in a timely fashion (within 48 hours) ensuring the client is satisfied with the services offered;
- Accept that advertising is to be agreed upon by the majority vote of the group and respect those decisions;
- The activities of the group is within the context of promoting our region as a whole as a premier tourist destination in addition to a premier wedding destination;
- Work together and promote one another for the benefit of the client;
- Strive to develop the professionalism of your own service whilst educating one another of the services offered by each member;
- Business dealings and appointment commitments are to be honoured, legal and transparent when dealing with clients and other professionals;
- With the exception of meeting corporate reporting requirements, information and discussion relating to the groups business, affairs, customers, clients, members and plans must be considered confidential and are not to be disclosed outside the group.

Signed: _____

Name: _____

Position: _____

Company Name: _____

Date: _____



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MEMBERSHIP FORM

BUSINESS NAME: ABN/CAN:

Contact Name:..... Role.....

Second Contact Name: (if applicable):Role

Phone (direct): (07)..... Phone (advertised) : (07).....

Mobile: (if applicable): Fax: (07).....

E-mail (contact person):.....

E-mail (to be advertised):.....

Website:

Mailing Address:

Accounts Phone: Accounts Email:

Category for Listing on Website (please note you can only choose one category)

- Accommodation & Venues
- Caterers & Restaurants
- Celebrants
- Child Minding
- Florists
- Entertainment & Audio Visual
- Hair & Beauty
- Photographers & Videographers
- Transport
- Unique Locations
- Wedding Planners

Are you an existing member of any other tourism or wedding-based associations other than TPDD?

Yes No (If yes, please outline below which ones)

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Public Liability Insurance Details (please note this is a condition of being accepted as a member)

Insurer: _____ Policy No: _____

Please outline and provide evidence of how you and your business has been actively operating in the Port Douglas wedding market.

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Please provide the names and contact details of two (2) referees who you have worked with in the Port Douglas wedding industry.

Referee One: Name: _____ Contact: _____

Referee Two: Name: _____ Contact: _____

Please outline how your business has been actively marketing in the wedding market (include copies of any print and web advertising as evidence).

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Please provide no more than 100 words for your PDWP website listing.

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NOMINATION BY EXISTING PDWP MEMBER

I/We, the undersigned support this application and nominate the business _____ as a new member of Port Douglas Wedding Professionals.

Name: _____ Signature: _____ Date: _____

Thank you for completing and submitting your application. You will be advised in writing as to whether your application has been successful in due course. Successful applications will be invoiced by Tourism Port Douglas Daintree once your application is approved by the group.



Please keep a copy of this application on file and mail the original form along with your signed Code of Conduct form and public liability insurance policy to:

**Tourism Port Douglas Daintree,
PO Box 511, Port Douglas Qld 4877**