

## 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 Shire.

The group 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 on 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 cost of joining PDWP is as follows:

- \$100 Joining/Website listing fee - *(this is a one-off fee for ongoing members)*

Plus an Annual Marketing Contribution of:

- \$250 for a Sole Trader\* listing in one category \*not GST registered
- \$325 for Businesses listing in one category
- \$75 for listing in each additional category

Note: All prices are inclusive of GST.

Members may feature in as many categories as they are eligible for and this may only be specified or changed annually before membership renewal. Unique copy is to be provided for each category listing and must be relevant to that listing.

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

- 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 a current Public Liability Insurance Policy of no less than \$5M
- Be a member of Tourism Port Douglas Daintree [www.tpdd.com.au](http://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 on the website)
- Hold an Australian Business Number (ABN) or Company Number (ACN)
- 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

### 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 and 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 enquiries 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: ..... Date: .....

Name: .....

Position: .....

Company Name: .....

### Membership Application Form

BUSINESS NAME: ..... ABN/ACN: .....

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

Second Contact (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: .....

**Website listing/s:** *(please select the category or categories you wish to be listed under)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accommodation                | <input type="checkbox"/> Baby Sitting              | <input type="checkbox"/> Catering           |
| <input type="checkbox"/> Entertainment & Audio Visual | <input type="checkbox"/> Florists                  | <input type="checkbox"/> Hire and Styling   |
| <input type="checkbox"/> Hair & Makeup                | <input type="checkbox"/> Photography & Videography | <input type="checkbox"/> Reception Venues   |
| <input type="checkbox"/> Transport                    | <input type="checkbox"/> Unique Experiences        | <input type="checkbox"/> Wedding Celebrants |
| <input type="checkbox"/> Wedding Planners             |  |   |

Please provide approximately 100 words for your PDWP each website listing in electronic copy to [info@tpdd.com.au](mailto:info@tpdd.com.au) upon submission of the membership form.

*\*Please ensure the wording is different and is tailored to the category i.e. accommodation has different information to the reception venue information.*

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

Yes   No      (If yes, please advise below)

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 .....



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

Insurer: .....

Policy No: ..... Expiry: .....

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, this can also be in electronic format upon submission of form)*

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**NOMINATION BY EXISTING PDWP MEMBER**

I/We, the undersigned support this application and nominate the business

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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 return the original form along with your signed Code of Conduct form to:*

Tourism Port Douglas Daintree  
Shop 48 Reef Marina, Wharf Street, Reef Marina  
PO Box 511, Port Douglas Qld 4877  
[info@visitportdouglasdaintree.com](mailto:info@visitportdouglasdaintree.com)