



Tennessee Wedding & Events  
Specialists Association

## TWESA Membership Application

(Updated Jan 2015)

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### Step 1 | Confirm TWESA Membership Requirements (please check boxes)

- Wedding/Events Industry:** My business supports or promotes the wedding/event planning industry in Middle Tennessee.
- Experience:** My business has been in operation for at least twelve (12) months at the time of application or I have accumulated at least two (2) years of previous experience in the same field within the previous five (5) years (please submit past business license or proof of employment).
- Professionally Licensed:** Copy of my business license, insurance or other documentation legally required for your profession is attached.
- Liability Insurance:** Copy of my certificate of basic business liability insurance is attached.
- Professional Reference:** A "Letter of Recommendation" from another TWESA member in "Good Standing." is attached.
- Client Reference:** A "Letter of Recommendation" or a "Thank You Letter" from a client served within the last 12 months is attached.
- Membership Participation:** I agree to attend at least two (2) membership meetings or other TWESA sponsored events per year.
- Membership Application Fees & Dues:** I have completed the application in full and all fees are included with my application.

#### **NOTE: Sponsor Requirement for Provisional Memberships**

*All prospective provisional members must have a TWESA sponsor either by Invitation whereas current members (in good standing) can issue an invitation to prospective members and act as their sponsor guiding them through the application process **OR** Direct Contact whereas prospective members can request or be assigned a TWESA member (Sponsor) to lead them through the application process.*

- I am applying for a Provisional/Student Membership. My Member Sponsor is:

\_\_\_\_\_

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## Step 2 | Choose your Membership Class

### **Class 1: Standard (\$235 annually)**

Our basic membership belonging to a single person or organization. Standard memberships are transferable and includes:

- Attendance at all TWESA meetings and events for individual listed on the application (member guests and/or substitute representative are subject to guest fees)
- One (1) vote in annual elections for Board of Directors.
- One (1) listing on the TWESA website, with company description, links to website, blog and facebook, contact form, and up to nine (9) images.

Standard Memberships may add up to two (2) upgrades listed below as Class 1a or 1b. After two (2) upgrades are met, a second Standard Membership must be purchased.

### **Class 1a: Associate Upgrade (\$75 annually)**

Allows a Standard Member to add one (1) additional company representation and includes attendance to monthly meetings. Associate Upgrades are an add-on to the Standard Membership and cannot exist independently. They are TRANSFERRABLE but have NO voting rights. This is ideal for larger companies that would like to have multiple representatives participate in TWESA.

### **Class 1b: Company Upgrade (\$175 annually)**

Allows a Standard Member to add one (1) additional company within their ownership with one (1) representative. It is transferable and includes one (1) vote, attendance for one (1) person to all monthly meetings, and a listing in our membership directory. Both Companies must service the event or wedding industry and upgrades are an add-on to the Standard Membership - they cannot exist independently. This is ideal for members that have multiple companies that they would like to represent at TWESA.

### **Class 2: Provisional/Student (\$175, limited to one-year)**

Single Membership belonging solely to the individual listed on the application. This *Temporary Membership* category is specifically for student applicants studying a field related to the wedding or event industry as well as applicants that have not been in business for a year but wish to network with other industry professionals. It is NOT transferable to another individual.

Membership Includes:

- Attendance at all TWESA meetings and events for associate listed on the application (member guests and/or substitute representative are subject to guest fees).
- The membership is NOT entitled to vote and NOT entitled to website or marketing privileges.
- This membership must be sponsored by a TWESA member in good standing.

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### Step 3 | Membership Application

Standard Member Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Mailing Address:

\_\_\_\_\_

Business Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Taxpayer ID: \_\_\_\_\_

Business License Number: \_\_\_\_\_

County of Business Residence: \_\_\_\_\_

State Sales Tax and Use #: \_\_\_\_\_

#### Associate Upgrade

1st Associate Name: \_\_\_\_\_

Contact email: \_\_\_\_\_

2nd Associate Name: \_\_\_\_\_

Contact email: \_\_\_\_\_

#### Company Upgrade

1st Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Business License Number: \_\_\_\_\_

How is this company affiliated with the Standard Membership? \_\_\_\_\_

\_\_\_\_\_

2nd Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Business License Number: \_\_\_\_\_

How is this company affiliated with the Standard Membership? \_\_\_\_\_

\_\_\_\_\_

Are there additional email(s) not listed above that should be added to our email list?

\_\_\_\_\_

#### Online Website Listing (Please include Listing information for each additional Company Upgrade)

Business Name (as it should appear): \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Blog: \_\_\_\_\_

Business Facebook Page: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Does your business target only weddings, only corporate events, or both? \_\_\_\_\_

Please Choose your Listing Category

- |  |   |
|--|---|
| <input type="checkbox"/> Accommodations              | <input type="checkbox"/> Photographers        |
| <input type="checkbox"/> Cakes and Confections       | <input type="checkbox"/> Rentals and Decor    |
| <input type="checkbox"/> Catering                    | <input type="checkbox"/> Sites and Facilities |
| <input type="checkbox"/> Consultants/Events Planners | <input type="checkbox"/> Special Services     |
| <input type="checkbox"/> DJ                          | <input type="checkbox"/> Stationery           |
| <input type="checkbox"/> Fashion and Formal Wear     | <input type="checkbox"/> Transportation       |
| <input type="checkbox"/> Floral Design               | <input type="checkbox"/> Videography          |
| <input type="checkbox"/> Musicians and Bands         |   |

Short company description or tagline; please limit to 75 words):

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\*\*Please submit company logo (150 x150 pixels) and up to five (8) jpeg or png file pictures for your listing to memberservices@twesa.com. It is preferred that above listing information is also submitted electronically to this email.

**Do you know anyone that would benefit from a becoming a TWESA member? Refer a member and when they join TWESA, you get a free month off your membership!**

*\*\*Prospective member must meet all membership requirements and join as either an individual or corporate member. Free month is applied at the end of your paid membership, delaying renewal by one month. Not transferable to other members. No cash value.*

**I would like to refer a prospective member for TWESA**

Name: \_\_\_\_\_ Business: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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#### Step 4 | Membership and Payment

- \_\_\_ Standard Member (\$235)
- \_\_\_ Associate Upgrade (\$75, max of 2)
- \_\_\_ Company Upgrade (\$175, max of 2)
- \_\_\_ Provisional/Student Member (\$175)
- \_\_\_ New Member Processing Fee (\$75)

**TOTAL FEES:** \_\_\_\_\_

I hereby certify that the statements and information in this application form are true and correct to the best of my knowledge and belief, and I authorize TWESA to investigate all statements or other information contained in this application form and any attachments submitted with it. I understand and agree that any misrepresentation, falsification or material omission of information on this application may result in the rejection of my application or termination in my membership as well as the loss of application or processing fees.

Date: \_\_\_\_\_

Signature

X

Submit your completed membership application, fees and documentation to [memberservices@twesa.com](mailto:memberservices@twesa.com), in person at a TWESA meeting, or by mail.

TWESA

P.O. Box 120615

Nashville, TN 37212

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#### FOR OFFICE USE ONLY

Date received: \_\_\_\_\_

By Whom: \_\_\_\_\_

- Copy of Business License
- Copy of Business Insurance
- Testimonials
- Complete Application
- Payment in full; Check Number: \_\_\_\_\_ CC Processed (initial): \_\_\_\_\_
- Final Approval: Prospective/renewing membership has been recommended by the appointed Membership Committee and approved by the currently elected TWESA Board of Directors.
- Added to Email List
- Website Listing Added/Updated
- Name tag(s) ordered