

# Mentorship Guide & Agreement

**Company:**

**Mentor:**

**Mentee:**

**Date(s) of Event:**

**Location of Event:**

This mentorship is provided in accordance with the bylaws of the American Association of Certified Wedding Planners (AACWP). Mentor is in good standing with AACWP and recognized as approved mentor. Mentee is in good standing with AACWP and currently holds the status of TWP, which is required to be eligible to participate in a mentorship.

## Mentorship Requirements:

- Mentee must attend one meeting prior to event to review event details and tasks required of Mentee.
- Mentee must attend and observe in whole the event rehearsal.
- Mentee must attend and observe the event, completing tasks as required by the Mentor.
- Mentee must attend one meeting after the event to follow up with Mentor and discuss any questions by the Mentee.
- Mentor is not required to provide any further opportunities or advice to Mentee.

## Confirmation

- Please respond/confirm to emailed communication as soon as possible when sent timelines, maps and all confirmation material.
- Directions to event venues and appointments will be provided to you; however, it is best to confirm them before you leave so you don't get lost.
- We strongly discourage you "calling in sick" as you will not receive credit for the mentorship and you may not be provided with a second opportunity for mentorship. Any absences from scheduled meetings or events will result in no credit given for mentorship.

## Arrival Times

- For all meetings and events, please plan on arriving a little early to allow for traffic, parking, etc.
- Mentee should never be late. If you are running late, call the mentor's cell phone to let them know. If you cannot reach them, call the venue you are meeting at to relay the message.

## Attire

- At the event, Mentee represents the Company. Please wear a dark, neutral tailored suit (or pants and tailored top) or loose fitted cocktail dress unless otherwise informed by Mentor.
- Absolutely no short skirts or anything considered "sexy." Blending in with the guests and looking professional is of utmost importance.
- Hair and nails should be groomed at all times.

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## Paperwork

- You will be given a timeline and other paperwork well in advance of your arrival at the event. Please look it over carefully and ask the Mentor anything that you are unclear about.
- You may also receive updated paperwork at the event. The latest version is the one that will be followed.
- Bring a clipboard or binder to hold your paperwork. One may be supplied for you, or you will be responsible for the Mentor's binder. \_\_\_\_\_ Initial

## Attitude

- You are a representative of this Company in every situation, meeting, event, wedding rehearsal, etc. You must always maintain a face of confidence, passion in what you do, and happiness in doing it – regardless of the pressures, problems, or otherwise stressful moments that surround you.
- Never let other vendors, guests of the event, bride and groom, etc. see you ruffled, upset or angry.
- Treat all other wedding professionals and vendors with respect and dignity. Regard fellow or competing wedding planners and assistants with respect. We are all a team to make a memorable and seamless event for the client.
- At NO time should the Mentee direct or coordinate events unless specifically directed by the Mentor. This includes answering questions or directing vendors at the event. You may not be apprised of changing information that could affect events and must redirect any questions you receive to the Mentor or their assistant. It is always best to respond with “Let me find out for you.”
- Never speak negatively of our customers, co-vendors at the event, or guests in the company of anyone outside this organization.
- Be proactive and always look for ways to help the Mentor, vendors and guests.
- If asked for a business card, you must present one from the Company, or direct the inquirer to the Mentor.

## Confidentiality

- Mentee will be provided with paperwork and may observe further confidential and proprietary information owned by the Company. Any paperwork, files, vendors, clients, etc. that you come in contact with is the property of the Company.
- Mentee agrees to not divulge, reveal, report or use any information or paperwork at any time that was received from or about the Company during the mentorship period. This includes vendor or client relationships established during mentorship.
- All client names and personal information must be kept in the utmost confidence. Any aspect of their event belongs to them and must not be shared with anyone.
- No photos or posting on social media are allowed. For example, you may not take a photo of any decor at the wedding and you may not post on any social media channel aspects of the event or that you are working with/for the Company unless pre-approved by the Mentor. Violation of this may result in confiscation of any cell phones or cameras at the event or immediate termination of the mentorship.

## Limits on Liabilities

- Company does not assume responsibility for injuries accrued on the job.
- Mentorship is an unpaid opportunity and Mentee will receive no compensation.  
\_\_\_\_\_ Initial

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- Mentee agrees not to hold the Company responsible for any injuries or medical bills.

Mentee must receive two favorable evaluations in order to continue with the Certified Wedding Planner process. If an unfavorable evaluation is received, the mentorship process will continue.

Thank you for your acceptance of these terms. We look forward to working with you.  
"I have read and understand the above and agree to all terms."

\_\_\_\_\_  
Mentee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date