



WEDDING TOURISM SPECIALIST

**QUALITY RECOGNITION
IN WEDDING TOURISM**



IADWP



INCORPORATION GUIDELINES FOR ORGANIZERS

Organizers are the professionals, both individuals and companies who design, plan and coordinate weddings as wedding planners, event designers or destination wedding planners. These professionals consult with the client on planning and designing the experience, hiring and supervising set up and the operation of the services to be used, and also coordinate wedding logistics, including supervise the different service providers and suppliers, before, during and after the event.

To begin the process, they must meet the Basic Requirements. These are mandatory for those who decide to join the Quality Recognition in Wedding Tourism and obtain the corresponding Distinction. Consequently, any interested party who does not satisfy the basic requirements will not be able to participate in the incorporation process.

After these have been satisfactorily accredited, the Quality Committee will inform the interested party in writing so that he can initiate his incorporation process.

Basic Requirements

The basic requirements are:

1. Individuals must be a registered taxpayer and companies must be legally constituted and registered taxpayers, and in both cases provide their legal address.
2. Have at least 2 years of experience providing services related to wedding tourism.
3. State their interest in participating in the Quality Recognition in Wedding Tourism and agree to respect the guidelines and provisions.



Incorporation Process

1. The organizer must have proven experience in coordinating weddings.
2. Assign at least one specialized executive responsible for the coordination of each wedding.
3. Have personnel trained in customer service.
4. Assure that the venue offered or selected by their clients satisfies the following conditions:

Note: If the hotel and/or venue selected currently has the Distinction for Quality Recognition in Wedding Tourism, then the following points can be omitted as they will be understood as pre-qualified.

- a. Official operating permits necessary related to their business and activity.
 - b. Preventive health policies and procedures as established by the authorities.
 - c. Procedures and policies for cases of fire, earthquake, flood, or public safety hazards.
 - d. Basic first aid kit and personnel trained to provide care in case of minor accidents and/or health problems.
 - e. Access to medical services either at the venue or at a clinic, health center or hospital near their installations, that is less than one hour away by road.
 - f. Permanent and/or temporary security service to provide service during the event.
 - g. Security procedure to control access and exit of guests and suppliers.
 - h. Personnel trained in applying security procedures allowing access and exit of guests and suppliers.
5. Assure that the hotel and/or venue to be used has the following public services and adequate equipment for correct operation of the event:

Note: If the hotel and/or venue selected currently has the Distinction for Quality Recognition in Wedding Tourism, then the following points can be omitted as they will be understood as pre-qualified.

- a. Potable (drinking) water



- b. Electricity
- c. Emergency generator (fixed or temporary)
- d. Firefighting equipment
- e. Wastewater drainage or treatment
- f. Services and installations accessible by different handicaps
- g. Sufficient parking area to receive and park cars of the guests as well as suppliers' vehicles, either directly or with valet parking.
- h. Sanitary services for men and women, sufficient for the number of guests expected at the venue.
- i. Services and installations must be handicap accessible
- j. Coat check area and/or service for guests
- k. Bathrooms for men and women, fixed or mobile, with facilities so that service personnel can change their clothing and with a secure area where they can leave their personal items

6. The Organizer must have the following services:

- a. Know the local codes for the wedding venue
- b. Have a functioning customer satisfaction evaluation system
- c. Have a registry of thank you cards issued by clients whose wedding was coordinated by the organizer
- d. Be active in social networks and/or have a current web site to promote its services and customer service
- e. Have and implement procedures to reserve and hire their services
- f. Provide the client with official address and contact data
- g. Define the services and conditions in writing, including adjustments, date changes and/or cancellations, as well as a detailed description of the services that it will offer and provide to the client.
- h. Have a formalized written contract with providers directly hired by the travel agent and/or DMC.
- i. Assist the client with suppliers directly hired by the client and see that these agreements are formalized in writing.
- j. Have a space in their office to receive clients.

7. The organizer and collaborators, if any, participate in training and/or continuous education courses.



8. The organizer must have a portfolio of wedding service providers, such as:
- a. Venues in their place of origin
 - b. Venues in other destinations
 - c. Companies that provide banquet services
 - d. Decorators
 - e. Professional photography and video services
 - f. DJs, musical groups and/or shows
 - g. Furniture and equipment rental
 - h. Travel agencies and/or DMCs
 - i. Lodging services
 - j. Valet parking services
 - k. Private security services
 - l. Make up and stylist services
 - m. Civil Registry (wedding license) processing services
 - n. Managers to arrange contact with churches, temples, or officiants

In order to facilitate the evaluation of the file prepared by the interested party, it is very important that it include minimum all of the information requested. Participants can amplify the information requested at their discretion.