



personalized planning. hip design

**IVY ROBINSON**

weddings & events





# LICENSE TO WED

the all-access guide to becoming a wedding planner

FEBRUARY 5-7, 2010

## LOCATION

hampton inn & suites southpark at phillips place . charlotte, nc

## TENTATIVE WORKSHOP ITINERARY:

### FRIDAY, FEBRUARY 5

4:30-6:00pm early registration  
6:30-8:00pm welcome cocktails (location to be announced)  
upon arrival)

### SATURDAY, FEBRUARY 6

7:45-8:45 am breakfast and registration  
9:00-10:00 am introduction and beginning instruction  
10:00-10:45 am instruction: client acquisition and research  
10:45-11:00 am break  
11:00-12:30 pm hands on: client interviews  
12:30-1:45 pm lunch break  
1:50-2:45 pm instruction: contract negotiation  
2:50-3:45 pm q & a: wedding vendor # 1  
3:50-4:45 pm q & a: wedding vendor # 2  
4:45-4:55 pm break  
4:55- 5:50 pm q & a: wedding vendor # 3  
6:00- 8:00 pm dinner break  
8:15-9:30 pm instruction: event design and reception concepts  
10:00pm dessert and evening activity

### SUNDAY, FEBRUARY 7

7:30-8:30 am breakfast  
8:45-9:45 am review feedback from client interviews and instruction  
9:50-10:45 am q&a: wedding vendor #4  
10:50-11:45 am q&a: wedding vendor #5  
11:50-12:45 pm q&a: wedding vendor #6  
12:50-1:50 pm lunch provided/ planning period  
2:00-2:30 pm mini session #1 with ivy and experts  
2:35-3:05 pm mini session #2 with ivy and experts  
3:10-3:40 pm mini session #3 with ivy and experts  
3:40-4:10 pm mini session #4 with ivy and experts  
4:10-5:00 pm closing session

\* mini sessions will include a one-on-one review with ivy.

## ACCOMODATION INFORMATION:

should you wish to stay onsite at the hampton inn & suites at phillips place, a block room rate of \$120 per night is available for booking until 1/12/10. request the "license to wed" rate when making your reservations.

www.hamptonssouthpark.com  
6700 phillips place court  
charlotte, nc 28210  
(704) 319-5700

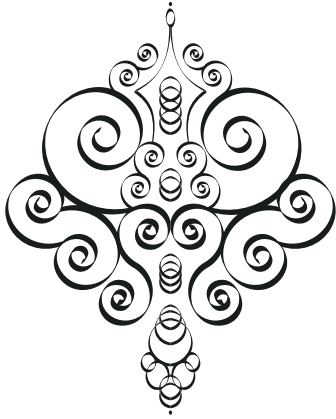
## WORKSHOP REGISTRATION AND PAYMENT INFORMATION:

early bird registration fee (total): \$525  
early bird deposit postmark deadline: january 3, 2010  
after january 3rd, registration fee (total): \$595  
application deadline: february 1st, based upon availability

\*\*\*in the event that you are unable to attend, ivy robinson weddings and events will return your registration fee minus a \$150 non-refundable deposit.

for questions or assistance, please contact ivy robinson weddings and events at 704.347.3963 or email [workshop@ivyrobinson.com](mailto:workshop@ivyrobinson.com)

IVY ROBINSON WEDDINGS AND EVENTS, LLC



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## APPLICATION

please print and mail this application along with your registration payment to the address below by the appropriate deadline.

ivy robinson weddings and events  
attn: license to wed  
2910 selwyn ave.  
charlotte, nc 28209

### ATTENDEE INFORMATION:

full name: \_\_\_\_\_

birth date: \_\_\_\_\_

address: \_\_\_\_\_

primary phone: \_\_\_\_\_ email: \_\_\_\_\_

any special needs/medical/dietary: \_\_\_\_\_

education/degree attained: \_\_\_\_\_

relevant event planning or related experience: \_\_\_\_\_

TO AID US IN PLANNING TRANSPORTATION TO AND/OR FROM THE CHARLOTTE DOUGLAS INTERNATIONAL AIRPORT, PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

### PLANNED ACCOMODATION LOCATION: (check one)

hampton inn & suites - phillips place       other (please specify with name and address) \_\_\_\_\_

### PLANNED ARRIVAL DATE/TIME: (check one)

friday february 5 – morning

friday february 5 – afternoon/evening

friday february 5 – late evening

saturday february 6 – early morning

other (please specify): \_\_\_\_\_

### PLANNED DEPARTURE DATE/TIME: (check one)

sunday february 7 – noon

sunday february 7 – early evening

sunday february 7 – late evening

monday february 8 – early morning

other (please specify): \_\_\_\_\_

PLANNED OR PREFERRED AIRLINE CARRIER (please specify and include flight number if known): \_\_\_\_\_

### DEPOSIT AND PAYMENT INFORMATION:

payments must be paid by means of PERSONAL CHECK OR PAYPAL. please make check out to IVY ROBINSON WEDDINGS AND EVENTS.

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amount enclosed with this application: \_\_\_\_\_

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