

Thank you for your interest in the 2009 Internship Program with Premiere Event Management. As a boutique wedding and special occasion planning firm, we offer this program to give an “inside” view into the intricate complexities of the wedding and special event planning industry.

Interns within the program have the opportunity to immerse themselves fully into the business of managing weddings and other specialized events. From initial consultations through the final moments of a wedding reception - our interns participate fully in the planning process. Successful applicants have the ability to multi-task, assimilate ideas and concepts quickly, are true “team players” and are willing to put in the hours and work necessary to learn about this business. We are looking for serious applicants - those persons who truly wish to gain more comprehensive, “hands-on” knowledge about professional wedding and event planning. While prior experience is not a requirement for selection into the program, we look for individuals who have the motivation and desire to plan magnificent events.

If you wish to apply for admission into the 2009 Rotation, please download and print the .pdf application and return to the following address:

Premiere Event Management
attn: Linnyette Richardson-Hall
Post Office Box 3087
Baltimore, MD. 21229

Applications for internship positions must be received via the U.S. Postal Service, **fax or email submissions will be automatically disqualified. The deadline for submission is February 1, 2009.** After reviewing the applications, the *Company will only contact those persons we wish to interview further.* Please note - an interview does not guarantee an offer for internship.

This is a non-salaried opportunity, requiring a significant amount of time on weekends for actual events as well participation in internship related activities during the week. Successful interns must be able to commit to at least 90% participation in scheduled events. If you are not able to commit to a rigorous schedule (March - December 2009), we ask that you refrain from applying to the program.

Successful interns will receive a Certificate of Participation at the end of the Program.

Once again - thank you for your interest!

Premiere Event Management Internship Application

General Information

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Mobile # (if applicable): _____

Email: _____

Do you hold a valid driver's license? _____

State of Issuance/License# _____

Do you have reliable transportation? _____

(Required for participation in the program)

Educational Background

High School: _____

College (if applicable): _____

Field of Study (if applicable): _____

Other courses/classes: _____

References:

Please provide 3 professional and 3 personal references (names/phone#'s/email):

Professional:

What skill set can you bring to Premiere Event Management?
(If more space is needed , please use a separate sheet of paper)

What do you consider to be your biggest strength? Weakness?
(If more space is needed , please use a separate sheet of paper)

In your estimation - what is the function and purpose of a professional wedding planner?
(If more space is needed , please use a separate sheet of paper)

In 500 words or less, please explain what you are looking to gain from an internship experience with Premiere Event Management. A separate sheet of paper should be used for your response.

Applicant's Signature _____

Date: _____

For office use only:

Date Received: _____

Interview offered: Y or N (please circle one)

Interview Date: _____

Accepted for internship: Y or N (please circle one)