

# Application for Membership



**Annual Membership Dues - \$50, Associate member dues - \$35**

Dues are pro-rated per quarter based on the month of application for NEW members: January – March 100%, April – June 75%, July – September 50%, October – December 25%

**Applicant Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Membership Level Desired (circle one):**      **Full**      **Associate**

**Business Address:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**Designated Associate Member (name and title):** \_\_\_\_\_

(Each full member is entitled to one free associate membership, each additional associate member is \$35.)

Please circle a Vendor category for your listing on the CCEP Website:

- Attire    Beverages    Cakes    Caterers    Consultants/Planners    Décor    Florists  
 Hair & Makeup    Invitations, Gifts & Accessories    Music & Entertainment    Officiants    Photographers  
 Promotion    Carriage Services    Travel    Venues

Suggest a Category: \_\_\_\_\_

Description of Business (description for website, 60 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of time in current business:

Do you or your company have a license or certification?    Yes    No    N/A

If so, please list:

List two (2) Business references:

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Business Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Business Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Submitting an application does not automatically constitute membership in CCEP. All memberships must be approved by a selection committee within the Executive Board. By signing below, the applicant acknowledges they have read the Qualifications of Membership statement and meets the requirements of application.*

**Applicant's Signature:** \_\_\_\_\_

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

**Send completed application and a check made out to Collin County Event Professionals to:  
P.O. Box 2295  
Allen, Texas 75013**

# Membership Criteria

## ***Mission Statement***

To provide an opportunity for networking, to maintain a standard of excellence and to promote the growth of our business interest in Collin County. We are committed to the organization and the community it serves.

Members of the CCEP organization strive to promote the highest standards of Service, Business Etiquette, and Professional Conduct in the wedding and events industry.

Submitting an application does not automatically constitute membership. By signing the application, the applicant releases and hold harmless CCEP organization, its respective Board Members, Officers and members any claims, demands or liability related to membership. The requirements of membership will be strictly enforced. Violations of the Membership Requirements will be cause for removal of active membership by the Executive Board.

## Benefits of Membership:

- Use of the CCEP logo and name on business communication and marketing materials
- Listing your company on the CCEP website including a description, image and a link to your website
- Networking with other professionals in the event and event supporting industries
- Referrals from members and guests
- Exposure through CCEP advertising
- Member Showcases
- Tips and Resources on how to promote growth for your business

## Qualifications:

1. The business is involved in the wedding or events industry and is interested in promoting and maintaining high standards of service in that industry.
2. The business is appropriately licensed to do business in Collin County as required by law.
3. The applicant / member is professionally trained and/or certified as a professional in the field if such application exists.
4. The applicant has completed the application form and submitted the annual dues of \$50.00. A member is defined as a company with one primary representative.
5. The Executive Board shall determine the use of the Organization's name and logo by members for their advertising.

**Forfeiture of membership may occur if member violates the purpose of the organization or membership criteria.**

## Requirements:

Regularly attend monthly meetings without missing three (3) consecutive meetings or a total of five (5) meetings in a calendar year.

Pay meeting fees and annual membership dues.

Abide by the Collin County Event Professionals Code of Ethics and Playground Rules.

[www.collincountyeventpros.com](http://www.collincountyeventpros.com)

[info@collincountyeventpros.com](mailto:info@collincountyeventpros.com)

# Code of Ethics

CCEP members shall signify their intention and willingness to abide by the Code of Ethics when signing the membership application.

After acceptance for membership in CCEP, a member must hereby subscribe to, without reservation, this Code of Ethics and solemnly agree to each and all of the following principals:

- Accurately represent his/her qualifications and experience
- Be honest and factual with clients and fellow members
- Share industry information with fellow members
- Be fair and unbiased to employees and other members
- Honor all agreements made with clients, members and other vendors in the industry
- Maintain the highest standards of professional, ethical and personal conduct in all business dealings
- Promote good will between fellow members
- Promote good will between the client and event industry
- Encourage a high level of ethics, principals, and morals with clients and industry professionals
- Represent the organization in a positive and professional manner
- Support the policies of the organization
- Strive for excellence in all aspects of the event industry
- Treat members and other event industry professionals with respect
- Use honest and factual advertising
- Use written contracts which state all terms and conditions of his/her services
- Report any misconduct to the appropriate the Board member

## Ethics Committee

The Ethics Committee shall consist of the Past Presidents of the organization that are current members in good standing as well as the current President holding office and other members appointed by the Executive Board. This committee shall have no less than 5 members. This committee will hear issues brought forth in respect to the organization or any member of the organization. The committee shall present the information along with any and all findings to the Executive Board for final determination. The committee members shall be discreet and refrain from divulging any information to anyone other than the Executive Board members. If the misconduct involves a member of the Executive Board, the remaining Board Officers will act without him/her through an appointed Ethics committee. The Executive Board may appoint an Ethics Committee when misconduct is brought to the attention of the Board. This committee must have impartial members.