

My name is Katherine Shaw. I am the owner of a Wedding and Event Company called Trends To Traditions. Each Trimester we offer non-paid internships for college credit. Positions include at least 120 hours of prep/office training and attendance at various wedding rehearsals and on site events. Hours are flexible. Evaluations will be given each month. If you are interested in working with our company in the future, being an intern is the best way to get your foot in the door.

This internship is best suited for communication, management, marketing, and business majors. Theatre students and those in the fields of arts and other creative studies would also greatly benefit from the internship program.

We look for applicants with exemplary communication and phone skills. They must be organized, efficient, and willing to learn. They will gain experience with the planning of events, building a wedding business, organizing multiple vendors, and managing client budgets. Specific tasks are not limited to but will include the following...

- Attendance at various Friday night rehearsals.
- Attendance at full day Saturday/Sunday weddings/events on various weekends.
- Updating calendars for staff and vendors.
- Updating databases for outside catering, current addresses, emails, new contacts, etc.
- Marketing and networking with reception sites and various vendors by sending out postcards, flyers, brochures, gift certificates, and in house materials.
- Marketing and networking with reception sites and various vendors by means of “go-sees”, wedding shows, and private parties.
- Marketing for sandals resorts, honeymoons, and other destination weddings.
- Entering vendor information on client vendor contact sheets.
- Confirming that all artists and vendors have sent back signed contracts.
- Keeping clients up to date on all payments.
- Making confirmation calls to vendors and bridal party members the week of the wedding.
- Organizing files.
- Sending out surveys and post event thank-you notes.
- Entering client information into client database.
- Scanning photographs.

- Helping clients with invitation and accessory orders.
- Helping clients with tuxedo and dress orders.
- Helping clients with band and DJ demos.
- Answering phones.
- Helping to transition new interns for the following trimester.
- Mailing and emailing merges.
- Researching and pricing out new and unique wedding items and vendors.
- Contacting newspapers and magazines about our themed weddings.
- Returning phone calls to clients and vendors.
- Collecting Borrowed Demos and Samples.
- Handling Incoming Inventory.
- Handling Guest Packages. Entering RSVP's and Menu Selections.
- Manning booth at the quarterly bridal show.
- Learning Correct Measurements from our in house Seamstress.
- Measuring Men for Tuxedos and Ladies for Bridesmaid Dresses.
- Shadowing and Observing daily tasks.
- Putting together sample linen orders-repacking and making sure all together, labeling, and scheduling pickups.
- Designing Graphi Studio Album Pages in Design Layout Software and working with client to select and customize books.
- Much More