



DMCP Candidate Application

\$200 Member | \$300 Nonmember

Name *

First Name

Last Name

Suffix

Organization *

Title *

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Email *

example@example.com

Personal Email (if different from above)

Phone Number *

Country Code

Area Code

Phone Number

Experience and Management Information

In order to apply a candidate must have either three (3) years direct DMC experience, or a minimum of two (2) years direct DMC experience + a college degree in any field.

Please indicate which of the following is true *

- ☐ I have a minimum of three (3) years of direct DMC experience.
- ☐ I have a minimum of two (2) years direct DMC experience + a college degree (in any field).

DMC Competencies

Below are the core skills and expertise Destination Management Company (DMC) professionals possess. Check all the competencies in which you have been responsible for over the past five (5) consecutive years. You must select a minimum of twenty-eight (28) competencies to be considered as a candidate.

CLIENT

- ☐ Define Client's Goals and Objectives
- ☐ Research Past Program Data / Facts
- ☐ Work with Multiple Stakeholders

SALES

- ☐ Create a Proposal
- ☐ Design Team Building
- ☐ Secure Vendor Agreements
- ☐ Create Program Content
- ☐ Negotiate Client Contract Terms
- ☐ Develop Pricing Models for Food and Beverage
- ☐ Calculate Function Space for Room Arrangements
- ☐ Design Transportation
- ☐ Utilize Margin for Pricing
- ☐ Conduct a site visit
- ☐ Design Dine Around
- ☐ Create Custom Tours
- ☐ Establish and Work with a Budget

OPERATIONS

- ☐ Manage Tour and/or Meeting Registration
- ☐ Oversee Tour Programs
- ☐ Develop or Manage a Youth Program
- ☐ Manage a Speaker / Talent
- ☐ Execute Transportation
- ☐ Operate Airport Meet/Greet Services
- ☐ Oversee Food and Beverage
- ☐ Create a Schedule of Services (SOS) for Staff

- ☐ Manage Housing
- ☐ Obtain City Permits
- ☐ Execute Team Building
- ☐ Oversee Vendors

- ☐ Manage a Dine Around
- ☐ Develop and Maintain a Working Manifest
- ☐ Manage Audio and Visual Requirements
- ☐ Manage Onsite Staffing (Hospitality, Registration, Special Event, etc.)

BUSINESS

- ☐ Create Marketing, Promotion, and Publicity
- ☐ Monitor and Maintain Program Profitability
- ☐ Manage Technology (Social Media, Database, Website, etc)
- ☐ Attend a Pre Convention Meeting
- ☐ Manage Program Billing

Professional Contributions, Education, Involvement

Please check all boxes below that are true. Each check box worth 1 point unless otherwise noted. You must earn at least five (5) points from the remainder of this form to be considered as a candidate.

HIGHEST FORM OF EDUCATION

- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate

INTERNSHIP

- ☐ I participated in a Hospitality Internship while in school.

CONTINUING EDUCATION

ADMEI encourages continued education and industry involvement. Qualified industry-related continuing education is defined as a program that focuses on at least one of the 4 DMC domains as defined within the DMC Competencies.

If you choose either of the boxes in this section, you must provide documentation in one of the following ways:

- *complete a Professional Development Documentation Form for each session you are requesting credit, or*
- *provide a screen capture of your CMP CE record found in the EIC's CMP Portal.*

You will need to identify the following: DMC Domain for each session, program sponsor / provider, location & date, clock hours, proof of attendance.

Note: Attendance at ADMEI annual conferences will be reported under ADMEI INVOLVEMENT.

Please check the session hours you want to submit (i.e. webinars, on demand content, non-ADMEI conference sessions, etc.) Sessions must have been completed in the last five (5) years.

- ☐ At least 10 clock hours of qualified industry-related continuing education*
- ☐ At least 20 clock hours of qualified industry-related continuing education* <div>(2 points)</div>

SPECIALTY COURSES (taken in the last five (5) years)

- ☐ DMCP Study Session
- ☐ DMC Institute Course or Webinar series
- ☐ Emergency Preparedness Certificate Course

INDUSTRY CERTIFICATION

- ☐ I have earned at least one other hospitality certification. (i.e. CMP, CAE, CITP, CMM, etc.)

ADMEI INVOLVEMENT

- ☐ I attended the most recent ADMEI conference.
- ☐ I attended the ADMEI conference two (2) years ago.
- ☐ I attended an ADMEI conference three - five (3 -5) years ago.

AUTHOR - You may submit up to two (2) published articles. If you are submitting two (2) articles, select both check boxes. You will need to upload the article(s) in the next section.

- ☐ Article #1
- ☐ Article #2

LECTURER - If you have lectured for a class, please indicate below. You may submit up to two (2).

- ☐ Lecture #1
- ☐ Lecture #2

LECTURER DETAIL - If you selected Lecturer provide the following for each: 1. Hosting Institution, 2. Date, 3. Course

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HOSPITALITY COURSE INSTRUCTOR

- ☐ I have taught a hospitality course at a University or community college in the last five (5) years.

INSTRUCTOR DETAIL - If you selected Hospitality Course Instructor, provide the following: 1. Name of Course, 2. Date(s) Taught, 3. University or Community College Name

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SPEAKER / PANELIST - If you have served as a speaker or panelist within the last five (5) years, check below. You may provide up to two (2).

☐ Speaker / Panelist #1

☐ Speaker / Panelist #2

SPEAKER / PANELIST DETAIL - If you selected Speaker / Panelist, provide the following: 1. Meeting Name, 2. Topic, 3 Date

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ORGANIZATIONAL INVOLVEMENT

Check all the industry organizations of which you have been a member within the past five (5) years and indicate the capacities in which you were involved. (Check all that apply.)

ADMEI - Association of Destination Management Executives International

☐ Member

☐ Committee Member

☐ Board Member

ASAE - American Society of Association Executives

☐ Member

☐ Committee Member

☐ Board Member

ILEA - International Live Events Association

☐ Member

☐ Committee Member

☐ Board Member

MPI - Meeting Planners International

☐ Member

☐ Committee Member

☐ Board Member

PCMA - Professional Convention Management Association

- ☐ Member
- ☐ Committee Member
- ☐ Board Member

NACE - National Association of Catering & Events

- ☐ Member
- ☐ Committee Member
- ☐ Board Member

SITE - Society for Incentive Travel Excellence

- ☐ Member
- ☐ Committee Member
- ☐ Board Member

OTHER

- ☐ Other

OTHER - Additional professional memberships may qualify for credit if the Association's mission is consistent with ADMEI's. Membership in associations not directly related to the Destination Management industry (Chamber of Commerce, Toastmasters, Executive Women International, etc.) do not apply. Please list any additional organizations you would like considered.

DOCUMENTATION

Provide your signed supervisor approval form, and two (2) letters of recommendation (one client and one industry professional other than supervisor).

Download the Supervisor Approval Form for the first upload below. There is a box you can check if you do not have a supervisor.

Continue