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An Event Planner is responsible for planning and implementing detailed events within a few days. Plans, schedules resources and vendors, and implements event plans supporting services, visitation, and receptions in accordance with the client's wishes and contract. Communicates instructions, expectations, budgets, and deadlines to vendors and support staff. Event Planner Duties & Responsibilities 1 Download PDF with all 10 Event Planner Job Descriptions Schedules internal resources including but not limited to facility space adequate for event size, equipment, tables, chairs, podiums, decorations, vehicles, drivers, and Attendants Contacts and schedules vendors communicating expectations, budget, and timeline Manages Services Arrangements implementation per contractual arrangements Obtains and inspects vendor products and addresses issues Communicates instructions to support staff for set-up, work assignments during events, and clean-up Working along with support staff, also sets-up arrangements and may assist with event support Available during events to resolve issues Responsible for events to meet or exceed the family's wishes Performs a variety of event planning duties Working with Corporate Products, sources local vendors for catering, flowers, and other local service products Obtains pricing and ensures inspections are compliant and business practices are in good standing Develops catering menus Collaborating with Corporate Products follows guidance for vendor contract & pricing approval Maintains vendor Key Performance Indicators and metrics regarding contract compliance Event Planner Requirements & Skills 1 We are seeking an optimistic, detailed, and dedicated person for an Event Planner role. The ideal candidate enjoys customer service and problem solving, is skilled at multi-tasking, and is committed to consistently meeting deadlines. They will work alongside other team members throughout the planning phase of the event, as well as travel onsite for event execution. Event Planner Duties & Responsibilities 2 Arrange event logistics such as transportation, attendee communication, décor, entertainment, online registration, activities, venue contracting and more. Serve as the client and/or attendee point-of-contact, providing information and assisting with requests. Act as industry expert, providing strategic recommendations and solutions based on client goals. Communicate with clients, team members, and partners promptly via email, phone and in-person meetings. Maintain accurate event records at all times. Full event reports, cross check and provide updates to clients. Conduct team project meetings and client conference calls. Event Planner Requirements & Skills 2 This role is responsible for event planning, design and production of many events within the company including but not limited to conferences, seminars, annual meetings, employee or industry award ceremonies, and customer social events. Event Planner Duties & Responsibilities 3 Event planning, design, and production while managing project delivery within timeframes Managing event budgets Liaison between vendors and the Corporate office Conduct market research and negotiate contracts prior to signing Provide feedback and reporting to stakeholders Propose ideas on how to improve services and the quality of each event Organize facilities and manage all event details, such as, location, decor, entertainment, catering, transportation, invitee list, special guests, etc. Ensure compliance with insurance Specify volunteer and/or staff requirements and coordinate their activities Work with the Marketing Team members to promote and publicize events Event Planner Requirements & Skills 3 Bachelor's degree in Marketing, Public Relations, Communications, Hospitality Management, or related field from an accredited college or university At least 3 years of experience planning events in a Corporate setting Strong understanding of the different aspects of event planning, including logistics, marketing, catering, and presentation Familiar with companies that supply event services or facilities, such as hotels, conference centers, AV specialists, and catering firms Strong written, oral communication, and research skills Strong time management and organizational skills with the ability to handle multiple events at once Ability to give clear instructions and motivate the Event Team to deliver results Proven ability to work independently, as well as part of a team Proficient in Microsoft Office Suite, with the demonstrated ability to quickly learn new systems and software. The Event Planner plans, upsells and details events with the clients including: verification and modification of space requirements, times, equipment, menus and decor, themes/decorations. Has excellent creative skills to provide innovative set-ups, menus, and functions for groups. Event Planner Duties & Responsibilities 4 Anticipate and handle customer complaints and/or problems to ensure quality product delivery, customer satisfaction and repeat business Analyze the strengths and weaknesses of our competition's product Analyze and understand the customer's needs, ensuring satisfaction Resolve issues or problems to ensure quality product delivery and customer satisfaction Work closely with banquet department on operations and event execution, ability to quickly evaluate alternatives and decide on a plan of action Provide direction, coordination, and ongoing evaluation of operations. Detailed execution of all banquet event orders Ability to work with outside vendors Implement effective methods to ensure exceeding meeting planner satisfaction Confirm event related information with client. Organize/disseminate information to all departments through e-mails, memos, event orders, directives, resumes, and rooming lists in a professional and timely manner Create floor plans for the best use of space for each event Knowledgeable of liquor, safety laws and regulations and current industry trends Event Planner Requirements & Skills 4 The Event Planner assists in coordinating every aspect of company conferences and Forums. This position requires a highly motivated, detail-oriented, service-focused individual who can work autonomously to deliver a great brand experience that fits with the our brand. Event Planner Duties & Responsibilities 5 Event Planner Requirements & Skills 5 We are seeking an Event Planner to join our team. You will be responsible for organizing important events from conception through completion. Event Planner Duties & Responsibilities 6 Event Planner Requirements & Skills 6 Possession of a High School Diploma, High School Equivalency Diploma or G.E.D certificate At least one year of relevant experience working in events, hospitality, venue management, rental coordination or other related field. Knowledge of the rules and equipment of the event to which assigned. Ability to make effective decisions, but know when to seek advice and direction from a supervisor Ability to instruct participants, vendors, and community as appropriate to assigned area. In this role, you will plan, coordinate and execute events for the company. You will be responsible for managing contracts, vendors, and overall event planning and execution including pre and post-event email communications and post-event metrics and reporting. Event Planner Duties & Responsibilities 7 Event Planner Requirements & Skills 7 The Events Planner position is responsible for managing conference event promotions and strategy in conjunction with management. Event Planner Duties & Responsibilities 9 Responsible for creating, preparing, proof-reading, and reviewing content and format for all event materials including, but not limited to, invitations, RSVP's, brochures, posters, letters, programs, certificates and name tags. Maintains records of orders ensuring appropriate accounting. Order event related supplies including, but not limited to, awards, brochures, supplies, promotional products and incentives. Prepares mailing (lists, labels, stuffing, sealing), bulk mail, mail merge, etc. Provides on day event support. Attend event to support staff and volunteers, help with registration and check out, help setup and take down equipment, supplies, etc. Perform event site searches in various geographical locations taking into consideration price, space, meeting objectives and availability for selected meeting dates. Conduct site visits for location assessment and selection, using a standard checklist of specific meeting requirements, options and space pricing, keeping meeting objectives in mind, and presenting options for final selection to stakeholders with full rationale. Negotiate contracts using a list of options for cost savings variables, with full knowledge of necessary contract language in order to enhance meetings while protecting company liability. Create initial and final cost estimates for meetings from a standard template, adding actual expenses through the timeline, finishing with an accurate cost summary to include all cost savings through the meeting date and final invoicing. Choose meeting room setups with knowledge of best scenarios for audiences and meeting goals, and presenting possible room setup options to meeting stakeholders. Provide clear written hotel specifications for room setup, food and beverage, audiovisual, signage, parking and master bill arrangements; Participate in committee event planning, keeping a timeline in full view of stakeholders, with suggestions for plans that affect meeting goals, setup and execution. Supervise the setup and management of on-line meeting registration to ensure smooth data entry, badge and meeting list deliverables, and communications with attendees, staff and speakers. Serve as Materials Coordinator for event production (badges, binders, folders and packets). Supervise the work of another employee(s) and/or temporary personnel for logistics support and materials production. Event Planner Requirements & Skills 9 Post to job boards {{ checkedCount }}



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