Event Planner Job Description

Duties and Responsibilities:

- Work closely with clients to understand what they actually want in the event
- Conduct a pre and post-event analysis to be able to plan properly and to also be able to improve in different areas
- Create proposals for each event and also make sure that the proposal is submitted on or before deadline
- Responsible for assigning duties to other members of staff where and when it is necessary
- Maintain good relationship with various vendors involved in the event, as well as with venue owners
- Put in place some contingency plans in case of unforeseen scenarios or mishaps during the course of an event
- Coordinate all forms of entertainment for the event, like music and guest speakers, or performers as the case may be
- Plan events in line with the budget drawn-up for the event
- Suggest suitable venues for an event to the client; in some cases, take clients to different venues for them to make a choice
- Supervise activities going on during events; welcome guests and also serve as the "problem-solver" on the day
- Ensure events are well publicized if the client requires it.

Event Planner Requirements – Skills, Knowledge, and Abilities

- Must have good communication and interpersonal skills so as to be able to clearly pass messages across to
- Must have good leadership ability
- Must have excellent time management skills so as to be able to deliver jobs efficiently
- Must have good analytical and problem-solving abilities
- Orderliness (being able to prioritize if need be), and the ability to keep things tidy

- Must possess good negotiation skills
- Must be a team-player
- Possess at least a Bachelor's degree in any hospitality-related field
- Possess at least 2 years work experience in the event planning and management field.