

Event Consultant Job Description

- Plans and executes events – birthday parties, weddings, meetings, conferences, receptions, large expos, and trade shows
- Helps to secure a venue that will suit the client
- Assists to contract vendors for venue decoration, catering, equipment, etc.
- Works with a graphic designer to design fliers, invitation material, and event programs
- Liaises with a public relation agency to publicize an event
- Ensures that an event runs smoothly without any hitch, and handles any problem that arises during an event professionally
- Meets the client regularly before the day of the event to work out details
- Ensures that expenditures stay within the budget agreed with a client
- Takes care of logistics – transportation, security guards, car parks, etc
- Ensures all event standards are strictly adhered to
- Ensures that drinks meant for an event remain cold
- Takes charge of event concepts and implementation
- Makes estimated costs for an event, negotiate bids with vendors and ensures payments are made after an event
- Coordinates social media event publicity on Facebook, Twitter, Instagram, LinkedIn, etc.
- Maintains the records of event activities and do a post-event summary
- Be present on the day of the event to ensure that everything goes smoothly as planned
- Ensures there is thorough clean up after an event
- Determines the number of persons needed to provide support at an event. Calls for additional staff if required
- Maintains a working relationship with vendors and venue managers
- Coordinates event entertainment – music, performers, and guest speakers
- Plans multiple events at the same time
- Proposes ideas on how to improve on the quality of an event

- Ensures compliance with health and safety rules
- Conducts pre-event and post-event evaluation
- Trains staff on the procedures to follow in handling an event effectively
- Provides support for staff whenever it is needed and coordinates vendors
- Performs other related duties as assigned by the client.