

Event Organizer Job Description

- Communicate with the client to understand their wants, needs, and special requests for the event
- Plan and organize the event from concept to finish in accordance with the preference of the client
- Create a budget that suits the client's need and maintain it
- Select the most suitable location or venue; book, prepare, and arrange it for the event
- Design a layout and agenda of the event; create event guides, tickets, pamphlets, and any other marketing activities to promote the event traditionally or digitally with the assistance of PR professionals or marketing executives
- Hire key volunteers and manage staff, as well as special guest appearance, MCs, anchor or any other suitable entertainer for the event
- Attend event to oversee activities and ensure details are handled as planned
- Address any dispute that may arise, and remain on site after the event is over to ensure proper clean up
- Work with and give guidance to volunteers and staff involved in event planning and execution
- Negotiate and contract with vendors such as photographers, florists, caterers, technical and transportation services on a variety of goods and services like security, lighting, sound equipment, displays, stages, parking, food and drink and any other essential item to ensure the success of the event
- Monitor delivery of goods and services to ensure contract terms are satisfied; adhere to legal, insurance, and health and safety regulations
- Perform other related duties as may be assigned or requested by clients.