Hotel Event Coordinator Job Description

- Understanding and identifying the requirements for each event
- Researching vendors such as caterers, decorators, and musicians, and selecting the best combination of quality and cost
- Overseeing and managing all event operations
- Overseeing issues that may come up at events and acting quickly to resolve problems
- Analyzing and evaluating an event's success and submitting reports
- Interacting and negotiating with vendors in order to achieve the most favorable terms
- Hiring personnel that will help to organize and run events smoothly
- Planning events while paying particular attention to time and budget
- Publicizing and marketing hotel event properties or spaces to get them booked
- Running final tests on the day of the event to ensure that everything meets standards
- Interacting and keeping healthy communication and interactions with clients and vendors
- Working with clients to guide them through event details and serving as their personal coordinator throughout the entire planning process and the event.