

Party Planner Job Description

Duties and Responsibilities:

- Holds meetings with a client in order to discuss the scope of the event
- Listens to a client's idea, makes inputs and replicates the ideas on the day of the event
- Picks a location for a client's event
- Works within the needs and budgets of a client
- Ensures vendors are present on the day of the event
- Coordinates an event from start to finish
- Visits the location of the event to ensure that various vendors deliver on their services
- Speaks and handles things in a professional manner
- Looks calm even when under intense pressure
- Keep an eye on detail
- Accommodates a myriad of requests from a client in order to ensure client's satisfaction
- Finds out the number of guests for an event from a client
- Secures the services of vendors – caterers, decorators, musicians, photographers, disk jockey, master of ceremony, rental services, etc.
- Secures accommodation for guests coming for an event
- Communicates with speakers in the case of a corporate event so as to know their flight arrangement for the event
- Acquits vendors on the plans for the event so that they can familiarize themselves with the flow of the event
- Keeps in touch with all vendors to be sure of their availability on the day of the event
- Do a follow up after the event so as get the client's feedback
- Takes clients' complaints into consideration in order to organize a better event next time
- Ensures that an event run smoothly without hitches
- Examines the bills of the vendors for accuracy and secure approval for payment from the client
- Ensures the comfort of guests before and after an event.

Party Planner Requirements – Skills, Knowledge, and Abilities

- Good communication skills are required in order to be a successful party planner. The communication of ideas to a client whether in written or spoken form has to be very clear
- Problem-solving skills are an integral part of being a professional party planner. A lot will go wrong during an event; the ability to rise to the occasion will make a big difference
- Organizational skills are needed throughout the duration of an event. Making sure all plans are executed in an organized manner will make a party planner win the heart of their clients. This will, in turn, make a satisfied client to refer people to the planner.
- Negotiation skills are required in the business of party planning. This is to ensure that vendors or suppliers do not short-change the planner who will be working on a tight budget
- Computer skills are required in the modern party planning business. The use of Microsoft Word for the preparation of estimates for a client will be helpful.
- Calmness under pressure is a core requirement for a successful party planner career.