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# Example of Events Planner Job Description

Our growing company is searching for experienced candidates for the position of events planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for events planner

* Inspect event facilities to ensure they conform to the event needs
* Works with the Senior Manager, Business Operations to develop clear strategies and objectives for each event
* Directs the timeline of activities from inception to successful completion in consultation with the Senior Manager, Business Operations
* Works with speakers to book all aspects of travel including flight, lodging, and ground transportation
* Conducts research on speakers to determine their availability in speaking for UMIA
* Coordinates the greeting of guest speakers and serves as contact person when speakers arrive on campus, should faculty member not be available
* Attends and serves as the on-site lead and contact person for all key individuals/vendors involved in his/her assigned events
* Negotiates estimates provided by vendors, manages vendor documents and contracts, and creates purchase requisitions and purchase orders
* Creates design and décor concepts for UMIA
* Backs up the Senior Manager, Business Operations in his/her absence

## Qualifications for events planner

* Coordinates all event communications (including registration) to attendees
* Prepares post event reports for sponsor/customer
* Negotiate skillfully, promote/sell ideas persuasively
* Must be able to maintain confidentiality of senstitive information
* Current Affiliation in Professional Organizations
* Ensure that inventory levels of tradeshow literature, sales collateral, booth supplies, materials, are monitored and supplies are orders and restocked as required