



# Example of Event Planning Job Description

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Our company is growing rapidly and is looking for an event planning. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for event planning

- Creating and maintaining event files
- Collaborating with planning team for each event, recording guest responses, and creating reports that showcase event status and results
- Assisting with researching initial hotels and venues for upcoming events and conferences
- Designing and producing production materials (name tags, place cards, tent cards, attendee lists, diagrams, event signage, ) reports, as needed, throughout the event planning process
- Coordinating all assigned event mailings (via multiple media), including save-the-date notifications, invitations, reminders, confirmations, and post-event follow-ups
- Communicating with guests via multiple channels
- Quality checking event materials before distribution for events to assure accuracy and correctness
- Contributing to assigned, department-specific special projects, which may include refining or developing organizational systems, processes, and department statistical reports
- Cross-referencing attendee lists with hotel rooming lists
- Coordinating materials for shipping to/from events

## Qualifications for event planning

- Submit budget for approval via Starcite/EnC
- Proven ability to manage multiple projects involving numerous internal and external stakeholders is essential
- Strong telephone, verbal, and written skills are necessary
- Proven experience providing customer service is preferred
- Ability to deal with stress while maintaining professionalism and courtesy is desired