



## **Position Title: Event Planner**

### **Position Tasks & Activities:**

- Primarily responsible for assisting corporate accounts to coordinate events.
- Work with clients to provide on site survey inspections and design event plans.
- Maintain price quotes and rental reservations and place in appropriate files.
- Avoid overbooking by communicating with written and verbal details.
- Recommend changes to the price list, brochure and company catalog to Director of Inside Sales.
- Provide written event price estimates according to established procedures.
- Coordinate outside services such as florists, bakers and caterers and event staff if requested by the client.
- Prepare contract and obtain signature and deposit.
- Communicate all event details with internal staff to ensure a smooth event.
- Produce a computer-generated layout of event.
- Contact client two days prior to event to verify delivery and pickup times and coordinator any necessary changes.
- Attend event whenever possible to obtain photographs for future promotional pieces.
- Follow up with client per company policy.
- Maintain updated records of event inventory.
- Maintain event equipment reservation file.
- Fill in for other positions, when necessary, for smooth operation of the business.
- Network with other industry professionals.
- Make outside sales calls to solicit new business.
- Shop the competition to maintain competitive prices and learn ways to improve services.
- Promote the rental concept on sales calls.
- Maintain open communication with management and make recommendations for purchase of new inventory items.
- Maintain, design and update theme packages with Party Associate.
- Assist in store advertising per the direction of the Director of Inside Sales.
- Assist with creating store promotions and displays, including external displays.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Attend department, store and safety meetings.
- Perform other duties as requested.

### **Nature of the Work:**

To coordinate corporate events from planning to production stage. Recommend rental equipment and accessories to assist client in meeting their event needs. Communication the rental equipment

and services contracted to all department managers to ensure all details of the event are covered. Coordinate outside services when requested by client.

**Working Conditions:**

Most of the work will be done in general office conditions. Will be exposed to outside elements while conducting site inspections and overseeing coordination of events. Work is fast paced, demanding and very rewarding.

**Education, Skills & Requirements:**

- Minimum of two years experience in sales or event planning.
- Must have high school diploma or equivalent GED.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must possess sales and customer relation skills.
- Must be able to use mathematics to solve problems.
- Computer knowledge is preferred. Training on rental software will be provided.
- Must be able to speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience and offer constructive criticism when necessary.

**Reports to:** Director of Inside Sales or Sales Manager

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.