

Conference and Event Planners

Conference and Event Planners organize, coordinate, and manage events such as conferences, meetings, exhibitions, weddings, and corporate functions. They ensure that events run smoothly, meet client objectives, and provide a positive experience for participants. Their role requires strong organizational, communication, and problem-solving skills.

Duties and Responsibilities (Points):

- Plan and coordinate all aspects of events, including logistics and schedules
- Liaise with clients to understand objectives and requirements
- Select and book venues, catering, equipment, and entertainment
- Prepare budgets and manage event expenses
- Coordinate with vendors, suppliers, and service providers
- Ensure compliance with safety regulations and legal requirements
- Supervise event staff and volunteers
- Handle registrations, invitations, and attendee communications
- Monitor event execution and resolve issues promptly
- Evaluate event outcomes and prepare post-event reports