

Event Manager Responsibilities

- ✓ Set and define goals.
- ✓ Oversee theme development.
- ✓ Develop the master schedule.
- ✓ Assign tasks to other staff or volunteers.
- ✓ Volunteers - recruit volunteers; keep volunteers motivated.
- ✓ Finances – plan and monitor budget; identify and recruit sponsors, set ticket prices, select souvenirs for sale.
- ✓ Logistics – determine event location, oversee set up – sound systems, restrooms, food service, purchase insurance, etc.
- ✓ Promotion – incorporate theme, target audience, supervise publicity campaign.
- ✓ Program – decide what the program will include, write script, invite speakers, book entertainment, etc.
- ✓ Community relations – maintain contact with elected officials and other community leaders.

