

Assistant Coordinator

Scope of Work



Organization:

La Boum Events is Alaska's premier event management and design firm. Event management consists of consulting, planning, and directing events. We specialize in designing weddings, social events and conference services.

Primary Objective:

This position reports to the Wedding Coordinator or Event Coordinator, who is the onsite manager of the event. This position is responsible for assisting the Coordinator as needed, and to ensure event plans and designs are fully executed. Plans and designs may be created by an LBE Wedding Planner, LBE Event Planner, and/or the client.

Pay Range:

\$12.00 to \$15.00 an hour, depending on experience

Responsibilities:

Assistant Coordinators are responsible for event day support that consists of, but is not limited to the following:

Pre-Planning

- ✓ Participate in set up meeting
- ✓ Know schedule and all set up and tear down instructions, prior to event day

Pre-Ceremony

- ✓ Assist with explaining to ceremony participants regarding specific duties
- ✓ Assist wedding party and family with pinning boutonnieres and corsages
- ✓ Assist guestbook attendant and users with duties such as programs, guest book, gifts, etc.
- ✓ Assist groomsmen and/or ushers regarding proper etiquette for guest seating and pre-seating of family and guests

Post-Ceremony

- ✓ Assist guest book attendant to ensure that guest book, pen, toss bouquet, etc. are transferred to reception site
- ✓ Gather any extra programs, unity candle, etc. from ceremony site
- ✓ Direct guests to the cocktail hour and/or reception site
- ✓ Assist cleanup crew to ensure ceremony site is cleaned, décor is packed and placed in appropriate place, and all rentals are prepared for return

Reception

- ✓ Assist with set up of cocktail hour venue and reception venue
- ✓ Assist with finalizing details of cake table set up
- ✓ Assist with coordinating Grand Entrance into reception, assist with placing people in line for announcements, so that announcements go smoothly
- ✓ Assist with special dances with reception entertainment and all special dance participants
- ✓ Assist the Coordinator with notifying vendors of upcoming scheduled events, such as dances, cake cutting, announcements, as needed
- ✓ Assist with gathering and distributing "going away" basket of food for bride and groom
- ✓ Assist with gathering bags, food, personal items, etc. that will leave with the client and ensure they are placed in departure vehicle or hotel room.

- ✓ Assist with displaying favors/memorabilia to distribute to guests at the end of the event
- ✓ Assist vendors in preparing for client's departure

Post- Reception

- ✓ Assist with collecting and securing gifts, memorabilia and/or supplies (guest book and pen, cake knife or service, disposable cameras, baskets, bridal bouquet, centerpieces, extra programs, extra favors and memorabilia, etc.) and ensure all items are loaded into departure vehicles or hotel room
- ✓ Assist cleanup crew to ensure that the reception site is cleaned, décor is packed and placed in appropriate place, and all rentals are prepared for return

Event Follow Up

- ✓ Debrief with Coordinator and/or LBE management

Skills & Specifications

The required skills and specifications of an Assistant Coordinator to perform the duties effectively are as follows:

- ✓ Ability to safely lift up to 30 pounds
- ✓ Ability to safely climb ladders, lift décor overhead, lift décor in and out of vehicles
- ✓ Transport limited décor safely in own vehicle
- ✓ Maintain a flexible schedule, able to arrive and depart event as needed
- ✓ Demonstrated ability to work well under pressure with limited timeframe
- ✓ Work well with limited supervision; ability to work independently as needed
- ✓ Detail oriented with exceptional level of accuracy and follow-through
- ✓ Demonstrated ability to exercise good judgment
- ✓ Work well within a team oriented environment
- ✓ Excellent customer service – team player
- ✓ Agile at prioritizing and managing multiple projects
- ✓ Must possess strong communication, time management and collaboration skills

Name

Signature

Date

2014 Assistant Coordinator – Scope of Work

Sign and keep on file with La Boum Events Annually