Events (Meeting u)
Role and Task Descriptions

01/08/2026
NHG Practice Coordination

NHL STENDEN

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Year 1: Junior Event Coordinator

As an Entry-Level Event Coordinator, you will begin your journey in the world of event planning by supporting our event department with a wide range of tasks. You'll assist (junior) Event Coordinators with event planning, logistics, vendor communication, and client support. You'll also contribute to the smooth day-to-day operations in the office and help ensure each event is a success.

Key roles and responsibilities:

1. Event Planning Support
    a. Assist in creating event timelines, checklists, and basic proposals.
    b. Assist in making scripts for events.
2. Logistics & Setup
    a. Help prepare materials and checklists for events.
3. Vendor Coordination
    a. Assist with vendor research and communication (e.g. caterers, decorators, AV suppliers).
4. Budget Assistance
    a. Prepare a budget or after calculation for an event.
    b. Learn to understand the difference between an event budget (projected costs) and an after calculation (actual costs), and comparing both after each event.
5. Client Support
    a. Take clear and organized notes during meetings or calls to ensure all requirements and changes are accurately captured and communicated.
    b. Answer and make phone calls in a professional manner, providing information or passing messages to the appropriate team members.
    c. Write and send professional emails, ensuring clear and professional communication.
6. On-Site Event Support
    a. Be present at events to help with setup, coordination, and executing the events.
    b. Work alongside supervisors and managers to ensure smooth operations.
7. Marketing Support
    a. Contribute to social media posts and promotional content.
8. Guest Services
    a. Assist with guest registration and check-in.
    b. Help create a welcoming and positive experience for all attendees.
9. Post-Event Wrap-Up
    a. Contribute ideas during briefings and debriefings of events.

10. Team Collaboration
    a. Work closely with supervisors and managers at the department.
    b. Shows participation during meetings and briefings by contributing ideas, asking relevant questions, and staying informed.
11. Office Support
    a. Help maintain organized supply stock lists and notify the team when items need to be restocked
    b. Support with keeping shared office and storage spaces tidy and clean.

Top characteristics for this role:

- Enthusiasm for event planning and coordination.
- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Willingness to work flexible hours.

Year 2: Junior Event Coordinator

As a Junior Event Coordinator, you will play a crucial role in supporting the planning and execution of events. This entry-level position offers an opportunity to learn and develop skills in event coordination, including logistical planning, vendor coordination, and client communication. Your role involves assisting senior event coordinators, contributing to various aspects of event planning, and ensuring the successful delivery of events.

Key roles and responsibilities:

1. Event Planning Support:
    a. Assist in the development of events plans including timelines, budgets, and proposals.
    b. Collaborate with senior event coordinators to understand client needs and objectives.
2. Logistics Assistance:
    a. Support logistical coordination, including venue selection, transportation arrangements and equipment setup.
3. Vendor Coordination:
    a. Assist in researching and contacting vendors, including caterers, decorators, and audio-visual providers.
    b. Support the management of vendors contracts and services.
4. Budget Tracking:
    a. Assist in creating and maintaining event budgets.
    b. Track and report on expenses, ensuring adherence to financial constraints.
5. Client Communication:
    a. Communicate with clients to gather information, provide updates, and address inquiries.
    b. Support the implementation of client preferences and adjustments to event plans.
6. On-Site Support:
    a. Provide on-site assistance during events, ensuring that all elements are in place and running smoothly.
    b. Collaborate with staff and vendors to address any issues that may arise.
7. Marketing Assistance:
    a. Contribute to event marketing efforts, such as preparing promotional materials and assisting with social media campaigns.
    b. Ensure that marketing materials align with client's brand and messaging.

8. Guest Services Support:
    a. Assist in coordinating registration processes and providing support to event attendees.
    b. Contribute to creating a positive and welcoming experience for participants.
9. Post-Event Evaluation:
    a. Support the post-event evaluation process by gathering feedback and analysing data.
    b. Assist in identifying for improvement and implementing changes for future events.
10. Team Collaboration:
    a. Collaborate with team members across departments to ensure effective communication and integration of tasks.

Top characteristics for this role:

- Enthusiasm for event planning and coordination.
- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Willingness to work flexible hours.

Year 3: Event Coordinator

As an Event Coordinator, you will be responsible for planning, organizing, and executing a variety of events, ranging from corporate meetings and conferences to social gatherings and celebrations. Your role involves coordinating logistical details, liaising with clients and vendors, and ensuring the seamless execution of events. Your creativity, organizational skills, and attention to detail will be crucial in delivering successful and memorable events.

Key roles and responsibilities:

1. Event Planning:
    a. Collaborate with clients to understand their event requirements, objectives, and preferences.
    b. Develop event proposals, timelines, and budgets based on client needs.
2. Logistics Coordination:
    a. Coordinate all logistical aspects of events, including venue selection, catering, audio-visual requirements, and transportation.
    b. Secure necessary permits and licenses for events.
3. Vendor Management:
    a. Source and negotiate with vendors, including caterers, decorators, and audio-visual providers.
    b. Manage vendor contracts and oversee their services during events.
4. Budget Management:
    a. Develop and manage event budgets, ensuring cost-effectiveness and adherence to financial constraints.
    b. Track and report on expenses throughout the event planning process.
5. Client Communication:
    a. Maintain regular communication with clients to provide updates, gather feedback, and ensure their expectations are met.
    b. Address client concerns and adjust plans as needed.
6. On-Site Coordination:
    a. Oversee on-site event setup, ensuring all elements are in place and running smoothly.
    b. Coordinate with staff and vendors to address any issues that may arise during events.
7. Marketing and Promotion:
    a. Contribute to event marketing efforts, including the creation of promotional materials and social media campaigns
    b. Work with clients to ensure events are aligned with their brand and messaging.

8. Guests Services:
    a. Coordinate registration processes and provide support to attendees.
    b. Ensure a positive and welcoming experience for event participants.
9. Post-Event Evaluation:
    a. Conduct post-event evaluations to gather feedback and assess the success of the event.
    b. Analyse data to identify areas for improvement and implement changes for future events.
10. Team Collaboration:
    a. Collaborate with cross-functional teams, including marketing, design, and finance and ensure all aspects of events are seamlessly integrated.

Top characteristics for this role:

- Strong organisational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work flexible hours.


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