

A Day in the Life of an Events Co-ordinator Overview

Each day as an Events Co-ordinator is different and with a wide range of tasks you'll have a huge variety to keep you busy and interested. You'll leave this role having gained a wide range of transferable skills and have excellent events experience for your future.

You'll start the day, always, by checking your emails and then prioritise what is needed to be done for the day to manage your time effectively. You'll need to balance new enquiries for events as well as for the Bluecoat Sports Centre, event preparation, invoicing and other admin tasks on a daily basis.

As an 'Events Co-ordinator' it is obvious that answering enquiries, touring prospective clients, organising the event will make up a part of your day in this role. Some days will of course be spent on-site managing the events you have prepared. You could be co-ordinating a wide range of events from weddings, to theatre productions or carol services along with liaising with departments across the school. You'll always need to put the safety of Christ's Hospital students first when organising events. You'll also be responsible for the hiring of sports facilities to external clubs and teams throughout the year, using a separate system used throughout the sports centre and working alongside the sports centre staff.

Aside from the facilities hiring aspect of the role, you'll have plenty of other tasks to keep you busy throughout the day. You'll improve your creative skills by writing newsletters, a great opportunity to showcase your digital and writing skills. You'll develop your analytical skills processing timesheets, invoices and organising utilities. You'll be responsible for working with other departments in the school, for example liaising with the Head of Health and Safety to manage the risk assessments of the whole school. You'll manage casual staff during the LETS in Easter and Summer which will improve your leadership skills.

Each day is interesting and busy! Preparation is key for all your events and the LETS throughout the year, as well as dealing with last minute enquiries and tasks. You'll end each day having learnt something new, most likely met someone new and have improved essential workplace skills.

Day in the Life of an Events Co-ordinator Timeline

08:50 – Enter office and make coffee!

09:00 – Work begins with checking all my emails or messages and prioritising what needs to be actioned first

09:30 – Get cracking with the top priority – most likely to be an event enquiry or sports enquiry – it's important to reply to clients as quickly as possible

10:30 – It's time for a meeting with brochure designers to discuss new marketing material for CHEL

11:00 – Now to get on with some admin tasks, updating the events whiteboard, writing the Weekly What's On or many other small tasks!

12:00 – Lunchtime in Dining Hall with BCS and CHEL staff – can I resist the chocolate steamed pudding?!

12:30 – Quick check of my inbox before moving onto invoicing Sports teams using the system for the sports centre

13:30 – I've just received Headmaster's approval for an upcoming event! Excellent news! Time to tell my client who will be delighted! Then I'll start planning the event in more detail, for example catering needs and costs.

14:30 – A teacher walks in with a broken mobile and needs it fixing urgently, so I'll get on the phone to our telecommunications contact, who will advise me how to fix it or if it needs to be sent off

15:00 – A client has replied to my email from this morning about hiring the Sports Hall, so I need to book them in and send them an invoice.

15:30 – My manager has asked me to order some equipment for the Summer LETS, time to search on Amazon for the best prices

16:00 – Risk assessments deadline has passed, so I'll send an email to all those who still need to complete theirs

16:30 – The phone rings and a lady would like to enquire about having her wedding at Christ's Hospital, I talk her through the process, checking that her event is suitable for the site and then send any relevant documents over to her via email after the call.

16:45 – It is good practise to file emails as you go, I use the last bit of the day to file any last ones, log any accident reports and then tidy my desk all ready for the next day!

17:00 – The day is over, see you tomorrow!