

One-Time Event Organizers

Responsibilities & Expectations

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Date: 6th April, 2023

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Introduction

Welcome to ROCO! You are in for a fun ride 😊

Organizing an Event at ROCO is as fun as it can be, but it's also hard work. We always strive to bring the best experience for everyone involved

Don't worry, our team has your back, we'll be here to support you every step of the way. The best thing about being an event organizer is the satisfaction of seeing the event come to life, and delivering a great experience for everyone involved.

Description

The volunteer one-time event organizer is a non-professional volunteer who signs up to organize an Event at ROCO

Generally speaking, as a one-time event organizer, you will be responsible for **planning, organizing, and managing** the event & **working closely with our team** and any outside organizers/clients/vendors to create a memorable experience tailored to their needs and preferences.

You will be the main contact point for this event. Your main tasks and responsibilities include:

- Volunteer Coordinator
- Time & Deadline Management
- Content Creator (with our team)

How our team can help

On behalf of our team, we will assign a [ROCO Event Guide](#). This person is responsible for:

- explaining how event organizing at ROCO works
- walking you through our event-organizing process
- providing you with our curated list of contacts
- making all the introductions you need
- showing you our inventory and what we have available for you to use
- helping you with

- opening/closing the venue
 - registration and checking procedures
 - audio-visual setup, etc.
- providing you with support during the event

Tasks and Responsibilities

Client consultation

Meeting with clients to discuss their vision, requirements, and expectations for the event, as well as their budget constraints

**** The “Client” could be an Outside Theatre, The Consulate, other volunteers, the ROCO Team itself, etc.**

Concept development

Creating an event concept or theme based on the client's preferences and requirements.

Venue selection

Researching and selecting the most appropriate venue for the event, considering factors such as location, capacity, accessibility, and cost

**** You only have to do this if the venue is not ROCO - e.g. for an outside 5k event**

Vendor coordination

Sourcing, negotiating with, and managing vendors such as caterers, florists, decorators, entertainers, and audiovisual technicians to provide the necessary services for the event. Our [ROCO Event Guide](#) will help you with your selection.

Budget management

Creating and managing the event budget, ensuring that all expenses are tracked and controlled to stay within the client's financial constraints. Budgets vary, but as a general rule of thumb, we offer a budget that is roughly $\$100 + \$5 \times (\text{Number of Participants})$.

Event promotion

Developing and implementing marketing and promotional strategies to generate interest and attract attendees to the event.

Logistics planning

Organizing event logistics, such as transportation, parking, and accommodations for attendees, speakers, or performers.

Schedule management

Creating and managing the event schedule, including coordinating speakers, entertainment, and other activities to ensure a smooth and enjoyable experience for attendees.

Risk management

Identifying potential risks or issues during the event and developing contingency plans to address them.

On-site management

Overseeing the event on the day, coordinating with vendors, managing staff or volunteers, and ensuring everything runs smoothly and according to plan.

Post-event tasks

Evaluating the success of the event, gathering feedback from attendees, and providing reports to the client. This may also include handling any post-event follow-ups or reconciliations with vendors.

In summary, an event planner is responsible for coordinating all aspects of an event, from conception to completion, to ensure a successful and memorable experience for both the client and attendees.