



Special Events Planner - Job Description

VOLUNTEER POSITION:

Tigerlily Foundation's Special Events Planner will take the role of event planner for one of Tigerlily Foundation's main annual events. This position requires excellent interpersonal, communication and organizational skills and the ability to accomplish projects with little supervision. Event planning experience preferred. **This is a volunteer position.**

RESPONSIBILITIES:

- Lead the event committee.
- Locate event sponsorships, swag bag donations, silent auction donations.
- Assist with preparing budgets.
- Negotiate vendor fees.
- Provide periodic progress reports to event committee.
- Prepare and modify event contracts as requested.
- Ensure appropriate décor (florals, linens, color schemes, etc.)
- Arrange food and beverage
- Arrange audiovisual setup, work with DJ, lighting, etc.
- Create room/space layouts for the event.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing set-up, on-site production and clean-up for day of event.
- Prepare signage, materials, registration lists, seating charts, etc.
- Close out all events as required.

About Tigerlily Foundation

Tigerlily Foundation's (Tigerlily) mission is to educate, empower, advocate for and provide hands-on support to young women, ages of 15-40 – before, during and after breast cancer. Learn more at www.tigerlilyfoundation.org.

For More Information: email info@tigerlilyfoundation.org.