

Event Assistant Job Interview Questions And Answers



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Event Assistant Interview Questions And Answers Guide.

Question - 1:

What are personal requirements of event coordinator?

Ans:

- * Enjoy working with people
- * Good organisational and time management skills
- * Attention to detail
- * Good interpersonal and supervisory skills
- * Good communication skills
- * Neat personal appearance
- * Comfortable working with computers
- * Able to negotiate, delegate and work under pressure.

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Question - 2:

Which skills are needed as an event coordinator?

Ans:

Most venues and event planning services prefer candidates with a bachelor's degree related to planning or hotel service. Though education is not required, the responsibilities of event planning are complex; therefore, background and experience with management, budgeting and hospitality are imperative. In addition to experience, the Bureau of Labor Statistics states that successful events coordinators have personal skills that include composure, communication, negotiation, problem-solving and organization.

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Question - 3:

How event coordinator arranging and coordinating vendors?

Ans:

The events coordinator is responsible for soliciting bids from vendors - including include caterers, photographers, DJ's, florists and videographers - for the event. Before the event, the events coordinator will work with the venue's on-site staff to ensure all details about the event are accurate. In some cases, the events coordinator may be required to coordinate additional services such as food service, transportation and accommodations for the guests.

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Question - 4:

How event coordinator interviewing clients?

Ans:

Before an event is planned, the event coordinator meets with the clients to understand the purpose of the event, their wishes and any other specifics. The event coordinator's responsibility is to create an event tailored to their client. Since event coordinators rely heavily on repeat and referral business, it is imperative that they have excellent listening and communication skills during each client meeting.

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Question - 5:

How event coordinator planning?

Ans:

After meeting with the clients, the event coordinator plans the event. This includes basics - such as the time and location - and more advanced planning, such as the cost and budget. Event coordinators who don't work for a specific venue will inspect prospective locations to ensure it is adequate for the event.

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Question - 6:

How event coordinator following the event?



Ans:

Following the event, an events coordinator may review how the event went, conduct a satisfaction follow-up with the clients and review or pay bills. Since event coordinators rely heavily on referral business, they may conduct a follow-up interview with the client to see where they can improve and any additional issues the client may have had with their service.

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Question - 7:

How event coordinator monitoring?

Ans:

During the course of the event, the events coordinator is on-site. She will monitor all activities, ensure staff is on task and make sure attendees of the event are satisfied with their experience.

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Question - 8:

Event coordinator responsibilities part 4:

Ans:

- * Send out invitations and manage RSVP list.
- * Hire staff to manage the event, including bouncers and security personnel.
- * Manage correspondence.
- * Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
- * Keep inventory of backdrops, projectors, computers, and other display materials.

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Question - 9:

Event coordinator responsibilities part 3:

Ans:

- * Develop and oversee fundraising events.
- * Negotiate and secure event space.
- * Secure sponsorship.
- * Work with printer and designer to develop event invitations.
- * Create invitee list.

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Question - 10:

Event coordinator responsibilities part 2:

Ans:

- * Schedule speakers, vendors, and participants.
- * Coordinate and monitor event timelines and ensure deadlines are met.
- * Initiates, coordinates and/or participates in all efforts to publicize event.
- * Edit and design promotional materials.
- * Prepare presentations.

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Question - 11:

Event coordinator responsibilities part 1:

Ans:

- * Calculate budgets and ensure they are adhered to.
- * Book talent, including musicians, bands, and disc jockeys.
- * Select chefs or catering companies to prepare food for event.
- * Sample food and select dishes for menus.
- * Visit venue to plan layout of seating and decorations.

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Question - 12:

What clientele have you managed events for?

Ans:

I have had the opportunity to manage both corporate clients and private ones so I have managed meetings, conferences, weddings, parties and even racing events.

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Question - 13:

Are you comfortable with long hours and travel?

Ans:

Much of the work of the coordinator is office work and communication. But often travel is required as part of the coordination process. Coordinators also attend the events they have organized and continue to provide service and support during the event.

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**Question - 14:**

Are you a freelancer?

Ans:

This is a flexible issue. Some coordinators work alternately, depending on the opportunity. Others prefer to be either freelance or corporate workers. Companies naturally prefer someone with experience as an employee. On the other hand, there are many clients who require a highly capable freelancer.

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Question - 15:

What particularly disastrous event that you had to manage? How did you cope with it?

Ans:

One big event that I coordinated got rained on! The met office hadn't predicted inclement weather but I was ready with canopies anyway since I plan ahead of time.

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Question - 16:

How you prioritize an event?

Ans:

Priorities usually depend on the event time and size. I usually find out what a client feels is the most important part of his event and I focus on that primarily.

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Question - 17:

What are some of the challenges you think are part of this event coordinator work?

Ans:

Meeting deadlines and keeping clients happy.

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Question - 18:

Why did you leave your last job?

Ans:

I left because I felt I needed more exposure and my skills now need a bigger, broader platform.

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Question - 19:

How you ensure your efficiency while working as an events coordinator?

Ans:

I believe that I possess the time management skills and the ability to ensure detail orientation which is the key to efficiency.

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Question - 20:

When you feel your boss was wrong and how did you handle the same?

Ans:

I am of the opinion that boss is always right. Once it happened that a client demanded a very unusual interior and my boss rejected it twice. I then convinced the boss to allow me to regard the client preferences, which he ultimately approved, and the customer was very happy with the design. I believe talking about things always helps.

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Question - 21:

Tell me what technical expertise do you offer?

Ans:

I offer exceptional command over Visio, MS Office, SAP and EBMS.

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Question - 22:

What is your greatest weakness?

Ans:

My greatest weakness is perhaps that I am a perfectionist and never settle for anything less than perfection.

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Question - 23:

What is your greatest strength?

Ans:



My biggest strength is creativity. My supporting strengths include team work, communication and negotiation.

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Question - 24:

Tell me what is your training as an event coordinator?

Ans:

Training may include higher education and/or on-the-job training from past jobs. In public relations, hospitality services, marketing, business communication, etc. are highly valued, especially by business companies.

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Question - 25:

What are the working challenges as an event coordinator?

Ans:

Tight deadlines and a multitude of simultaneous tasks is a typical challenge. The job requires efficiency in many different areas. Flexibility and quick thinking are required to be able to adapt to changing requirements, last minute changes, mistakes, etc.

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Question - 26:

What are the main typical responsibilities of event coordinator?

Ans:

An event coordinator is pretty much responsible for all major and minor aspects of the event. S/he is responsible for understanding client requirements, translating the same into an event plan, negotiating with vendors to attain prices that fall within budget and ensuring the event is managed tactfully, each chunk being completed timely.

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Question - 27:

Do you have experience working as an employee or a freelancer?

Ans:

This is a flexible issue. Some coordinators work alternately, depending on the opportunity. Others prefer to be either freelance or corporate workers. Companies naturally prefer someone with experience as an employee. On the other hand, there are many clients who require a highly capable freelancer.

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Question - 28:

What are the important characteristics of an efficient event coordinator?

Ans:

To organize events, a coordinator must be organized, have no time management problems, and be detail oriented. In addition, communication must be on a high level, since events require cooperation and rapport with many different types of people.

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