

Event Coordinator, DAA
Essential Task Ratings Results

Task #	Task Statement
1	Meets with promoters to gather contract details and ascertains the equipment, physical setup, and personnel necessary to stage an event.
2	Writes event contract between promoter and Fairgrounds based on meeting information and ensures that contract is signed and observed by the DAA and relevant party/ies.
3	Ensures that promoters pay in full prior to an event and issues payment receipts.
4	Schedules and coordinates work of showtime personnel including but not limited to, security, parking lot attendants, ticket takers, ticket sellers, ushers, stage hands, janitors/event staff, and switchboard operators.
5	Coordinates with supervisors of Security, Maintenance, Concessions and Administration regarding event matters.
6	Ensures that all concessioners have insurance and health permits. Coordinates with onsite food and beverage vendor in monitoring concession stands for adequate service, and informs concessionaires of estimated attendance.
7	Assures set-up times, opening, readiness, and closing of facility with maintenance/event staff.
8	Provides the Office Assistant with text for the marquee announcement.
9	Acts as the District Agricultural Association's representative during Fair-sponsored events.
10	Maintains contact with tenant before, during, and after interim event.
11	Handles complaints from tenants and the public and coordinates correction of inadequacies with the assistance of the Deputy Manager or the CEO.
15	Assists in assessing appropriate costs and charges.
16	Submits reports with evaluations and suggestions for improvement of events.
17	Attends and/or conducts production meetings. Ensures appropriate Fairground department managers are in attendance, as well.

Task #	Task Statement
18	Provides recommendations for improvements in operating procedures.
19	Monitors event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
20	Confers with staff at a chosen even site to coordinate details.
21	Inspects event facilities to ensure that they conform to customer requirements.
22	Coordinates services for events, such as facilities, catering, signage, and event security.
23	Consults with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.
24	Meets with sponsors and organizing committees to plan scope and format of events, or to review administrative procedures and event progress.
25	Reviews event bills for accuracy, and approves billing or payment.
26	Evaluates and selects providers or services according to customer requirements.