



ELEGANTÉ CUISINE

Catering & Event Planning

PURPOSE:

The Special Event Producer has a range of responsibilities in order to be successful which include but are not limited to: consistently making cold calls and visits, completing lead development, creating and tracking their prospect updates in Caterease, taking incoming lead calls, and searching for venues for prospects and for current clients for event space.

The Special Event Producer must also conduct site inspections and perform presentations/tastings.

They are responsible for creating their own proposals and contracts in Caterease. They are responsible for sending their client a copy of the contract and receiving their signature in a timely manner.

It is the Special Event Producer's responsibility to create table linen/event layout diagrams and to oversee the actual event- its progress, delivery, setup and takedown. Special Event Producers will also attend daily operations meetings to brief the operations staff on the details of the next 3 days of their events.

It is the job of the Special Event Producer to track their own sales efforts and to maintain their relationship with clients. The Special Event Producer must set reminders in Caterease to help them keep in communication with current clients.

They must also attend weekly staff and sales meetings and generate and present a sales report that tracks their weekly sales efforts.

POLICY:

- Strong Sales Background
- Cold Calling Ability
- Outgoing Personality
- Strong Organization & Follow Up
- Well Versed in Standard Computer Programs-Word, Excel, Outlook, Caterease, etc.