

## Events and Logistics Coordinator (x3)

- Responsible for coordinating one ISB event per semester, plus smaller 'monthly events'
- Propose events (including costs/quotes, activities and themes) at the start of semester to be discussed with ISB committee members (events subject to IPO approval)
- Must have finalized event plans one month prior to event
- Produce tickets and coordinate ticket sales (reservations and invitations) for events
- Ensure venue and refreshments are booked and secured in advance (final numbers for catering 5 working days before event)
- Organise venue and ensure it is appropriately set up: PA system, seating, music, décor, and safety (capacity, fire exits, hazards, access, etc.)
- Liaise closely with PR, Media and Website Team to publicise events
- Ensure that the programme of events occurs on time, e.g. the serving of refreshments, set up, decoration
- Find solutions to any problems that arise prior to and during the event
- Gather feedback and submit 'Feedback Report' within one week of ISB event
- Propose, plan and organise two ISB activities during International Week
- Compile budget for each event in collaboration with relevant committee members
- Monitor spending on each ISB event and produce finance reports after every event
- Deal with receipts, invoices, purchase orders, etc
- Ensure that all events include revenue generating aspects