Event Manager

Supervisor: Events Coordinator

Area: Events

Goal: Work with the Event Coordinator and volunteers to ensure the planning and running of your tournament in an efficient and effective manner.

1. Maintain positive image for RecSports and represent yourself and the school on a manner you would be proud of. Have fun in your position, it is what you make of it.
2. Set goals and develop a vision to obtain those goals. Work to achieve the goals that have been set.
3. Know the policies and procedures of RecSports.
4. Meet early in the semester and discuss with the coordinator, plans for your tournament.
5. Return and Report to coordinator weekly via e-mail to discuss what was accomplished that week and plans for your event.
6. Give specific advertising details (any design ideas, the size of the advertisements, how many needed, flyers, etc.) to the coordinator.
7. Recruit and meet with volunteers for the event. Brainstorm and discuss how the event should be run, assign tasks, ensure that they are carried out.
8. Hold a meeting prior to the event for all participants, discuss the time, location, rules, and other specifics of the tournament.(if applicable)
9. Write a schedule for each event outlining each step from set-up to take down.
10. Ensure that effective and efficient execution of event takes place.
11. See that all fields/courts are left clean.
12. See that all paper work is filled out and handed into the correct authorities including a detailed and accurate event report.

All Staff Duties:

1. Hold weekly one-on-ones with managers and director.
3. Hold weekly area council.
4. Fill out weekly reflections each week.
5. Review managers’ weekly reflections.
6. Establish and be present during office hours.
7. Help protect the name of RecSports and BYU-Idaho.
8. Complete mid-semester and final semester evaluations.
9. Fill out end of semester report completely and accurately.
10. Know the policies and procedures of RecSports.
11. Have fun this position is what you make of it.
12. If you have any questions ask.