

EVENT MANAGER

Job Title: Event Manager

Supported by: Regional Development Officer (RDO) Sport

Brief summary: The Event Manager will work in conjunction with the RDO Sport in the planning and implementation of the Event. They are responsible for managing the Event Management Team and working with them to ensure that the event meets the standards established by Special Olympics Ireland and those relevant policies and procedures are adhered to. They act as the point of contact with the Facility Liaison to ensure minimum disruption for and maximum integration with the venue. They are the final authority for decision making on the Event.

Key tasks & responsibilities checklist

	Completed (✓)
Pre-event	
Liaise with the RDO Sport to gather information on the venue, booking and planning to date.	<input type="checkbox"/>
Create a meeting schedule for your Core Event Management Team & deadlines for driving the development of the event plan	<input type="checkbox"/>
Meet with the Facility Liaison to discuss the event	<input type="checkbox"/>
Coordinate and support the work of team members and ensuring that each function is integrating well with the others	<input type="checkbox"/>
Organise, chair and document all Core Event Management Team meetings	<input type="checkbox"/>
Ensure pre-event action plan is completed by the Event Management Team	<input type="checkbox"/>
Ensure event day plan is completed by the Event Management Team	<input type="checkbox"/>
Ensure Venue Emergency Response Plan (VERP) is completed by the Event Management Team	<input type="checkbox"/>
Input into the completion of an event risk assessment	<input type="checkbox"/>
Ensure equipment and paperwork has been requested and is available for your event.	<input type="checkbox"/>
 Event day	
Brief all Core-Event Management Team at start of day, ensuring any final changes are communicated	<input type="checkbox"/>
Coordinate and oversee the event set up and tear down	<input type="checkbox"/>
Liaise with Volunteer Services Coordinator and Competition Manager to ensure all key roles are filled	<input type="checkbox"/>
Attend Head Coaches meeting with the Competition Manager	<input type="checkbox"/>
Check in with each EMT member and area coordinators throughout the day to ensure the event is running to plan and on schedule	<input type="checkbox"/>
Ensure all relevant paperwork is completed and gathered from volunteers e.g. Incident Report Forms, completed risk assessment, volunteer check in sheets, sports paperwork etc. and return to an SOI staff member or Regional Office	<input type="checkbox"/>
Debrief management team at end of day	<input type="checkbox"/>
Ensure the venue has been returned to original state and hand back the venue to the facility representative.	<input type="checkbox"/>
 Post-event	
Arrange an EMT feedback meeting. Document and report feedback to RDO Sport.	<input type="checkbox"/>