



Project Coordinator: PRE Event Resources: Auburn

PRE Event Resources

Reports directly to General Manager

Sales

- Serves as one of the main points of contact for all inquiries & client leads for Auburn PRE
- Discuss all sales information, availability and general information with current and potential guests
- Setup client meetings and site visits to secure event business
- Work company promotional events, such as bridal shows, career fairs and other sales events
- Ensure timely delivery of guest surveys and thank you notes

Operations

- Event Process Management:
 - Estimates & invoicing
 - Event layout & design
 - Communication with Production on all event details
 - Facilitate PRE/TG coordination meetings
 - Inventory management with transfers & sub-rentals
 - Accounts receivable
- Maintain an up-to-date understanding of current trends in the event rental industry

Tailgate Guys Game Days (Based on need)

- Assist with the Tailgate Guys welcome tent on game day
 - Fielding questions from clients and potential clients (information on Tailgate Guys, season and individual game availability, contact request log, and assistance in tent location)



Tailgate Guys (Based on need)

- Assist with inquiries and phone calls for TG operations
- Assist in coordination of all catering operations
- Assist with the Tailgate Guys information tent on Game Day
- Attend TG Coordination meetings/AA