

THE MAIN TASKS OF THE ORGANIZER OF THE EVENT

Qayumova Sevaraxon Azizbek Qizi

Andijan State Institute of foreign languages, Teaching methods and translation studies, 3rd year's student

Annotation: This article shows about the main tasks of the organizer of the event. The role of an event organizer will require you to understand which expenses you have and where you can find potential sources of revenue to balance your books

Key words: Organizer, staff, equipment, profitability of the event, team members, coordinating.

Event organizers are responsible for planning and executing a wide range of events, from weddings to corporate conferences. They work closely with clients to determine their needs and desires, then plan out the details of each event accordingly. Event organizers may also be responsible for managing vendors, coordinating with other team members, and ensuring that everything goes smoothly on the day of the event.

Event Organizer Job Duties.

Event organizers have a wide range of responsibilities, which can include: Coordinating with venue staff to ensure that the event runs smoothly, including making sure that equipment is set up properly and that security is present as needed.

Recruiting speakers and performers, negotiating their contracts, and arranging their travel and accommodations:

- Overseeing event security to ensure attendees' safety;
- Developing a marketing plan for the event to help increase attendance;
- Coordinating with catering staff to ensure that food and beverages are delivered on time and of good quality;
- Determining ticket prices and ticket sales targets to ensure profitability of the event;
- Coordinating the event schedule with all participants in advance, including speakers and performers;
- Coordinating with vendors, including band managers and caterers, to ensure that they have all materials needed for the event;
- Selling tickets to the event, promoting it via social media and other channels, and gathering feedback from attendees after the event is over;

Event Organizer Salary & Outlook.

Event organizers' salaries vary depending on their level of education, years of experience, and the type of event they are organizing. The employment of event

organizers is expected to grow much faster than average over the next decade. Organizers will be needed to plan and direct a variety of events, such as conventions, trade shows, and festivals. As the economy grows, more businesses will want to hold events that showcase their products and service.

Event organizers typically need a minimum of a bachelor's degree. Some of the most common majors for event organizers are hospitality, event management, public relations and marketing. Training & Experience: Event organizers typically receive on-the-job training. They may work as an assistant to an event organizer or in another role in the event planning industry before becoming event organizers. They may also receive training in the form of seminars or classes.

Certifications & Licenses: Though not required, event organizers can earn certifications to increase their earning potential and demonstrate their dedication to the profession. Postgraduate degree programs are usually not needed; rather, trainings received through work shadowing, internship, mentorship, in-house workshops and external training seminars are all one needs to progress as a successful event organizer. When hiring for the role of event organizer, most employers commonly make the following as requirements and qualifications to be met by applicants to access the position: Experience in event organization or management or related work experience is an added advantage.

Communication: Event organizers communicate with a variety of people throughout the planning process, including clients, vendors, suppliers and other event organizers. Effective communication skills can help you convey messages clearly and concisely, which can help you build strong relationships with others and ensure that everyone involved in the planning process understands their role and the role of others.

Organization: Organization is the ability to keep your work space and personal life tidy and free of clutter. As an event organizer, you may be responsible for planning and executing an entire event, including the setup and breakdown of the event space. Being able to keep your work space and personal life organized can help you be more productive and efficient.

- Strong communication skills – written and verbal is a must;
- Positive and outgoing personality;
- Strong negotiation, leadership, and planning skills;
- Ability to multi-task, remain calm and work under pressure in a fast paced environment;
- Attention to details and good problem solving skills;
- Experience or talent for organizing and working complex events in an efficient and methodical manner;
- Strong interpersonal skills and ability to deal with diverse types of people;
- Ability to work effectively as part of a team and also take initiatives when the

need arises;

The role of the event organizer is important in an event management company to effectively coordinate, organize, and achieve the organization's event goals. The content of this post will particularly be useful to hiring managers or teams trying to put together a decent job description for a new event organizer hire.

They can use the sample job description provided above in creating a detailed description for the role and increase their chances of attracting the best candidates to their vacant job offer.

Job seekers may also find this article useful in preparing a detailed and job-winning experience and duties section of their CV or resume.

Also, individuals interested in starting an event management career will find this post useful in learning about the duties and responsibilities of event organizers, making them better prepared for the role.

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