



## Memory Lane Event Center

403 KC Memory Lane; Dripping Springs, TX 78620

512-894-0700

[www.memorylaneeventcenter.com](http://www.memorylaneeventcenter.com)

Memory Lane Event Center is located in Dripping Springs, TX. We host a variety of events including weddings, corporate functions, music concert series, and more. At Memory Lane, we are looking for dedicated, hard working individuals who would like to take advantage of this wonderful opportunity to expand their knowledge and skills within the event planning industry.

**Job Description:** Memory Lane Event Center planners will conceive, organize, and execute special affairs such as corporate receptions, weddings, birthday parties, concerts, anniversaries, and bar and bat mitzvahs. They custom design an event to suit their customers' needs and budgets.

Event planners assume various responsibilities during the events depending on their clients' requests. They begin by meeting with customers to determine the type of event they would like to host and put a proposal together that meets their budget needs and desires. Event planners listen to clients' ideas and also make their own suggestions. After the initial proposal, they continue to help the client with booking vendors, design creation, and event execution. Some of the responsibilities of an event planner before and during an event would be contacting vendors, setting up for events, ordering supplies from vendors, arranging for parking attendants and more. They must also be present during the event to handle any problems that arise. In addition, they remain at the site after the affair is over to supervise and help with cleanup.

Memory Lane Event Center planners need a good imagination, an eye for detail, and sound business sense. They must be both creative and organized. Good communication skills and the ability to work with all types of people are essential.

If you are interested in an internship at Memory Lane Event Center, please email your resume and cover letter with your available work hours to:

[info@memorylaneweddings.com](mailto:info@memorylaneweddings.com). Thank you.