



## **INTERNSHIP TITLE:** Event Planning Intern

### **BRIEF OVERVIEW OF DJS EVENTS:**

DJS Events is a full service “boutique” event planning and design firm. DJS can consult on event concepts and design or coordinate every detail. Whatever the challenge, DJS Events has a solution, creating unique, sophisticated celebrations with unmatched quality and integrity. From fundraising galas, destination weddings and corporate parties to intimate VIP dinners, private parties, and golf outings, DJS Events never fails to deliver outstanding service and memorable results for its clients. Whatever the scope and scale of your vision, DJS Events makes them a reality.

Our internship program is ideal for students who are motivated and has a strong interest in the event planning industry. The intern will gain valuable understanding of the many different aspects within an event and how they all interact with one another to produce the special event. Our goal is to have the intern walk away with all of the real experience that event managers face on a daily basis. We are looking for someone with a strong commitment and desire to learn.

### **TASKS & PROJECTS INTERN WOULD BE COMPLETING:**

- Social media management
- Assist on the day-to-day of event planning by researching venues, vendors, design ideas and assisting with planning of events
- Assist in management and operations day-of event (setup décor, follow timeline, coordinate with vendors, etc.)
- Prepare budgets, proposals and timelines
- Propose marketing strategies to increase clientele
- Create marketing, collateral, and event materials
- Clean up existing database
- Schedule and attend meetings pertaining to upcoming events
- Correspond with clients and vendors via e-mail and phone

### **COMPENSATION/STIPEND/BENEFITS**

Internship is unpaid and based on school credit for their requirement, but they will receive compensation for any expenses that are required (outside of the office) for events (ex. gas, meals, etc.)

**HOW MANY HOURS THE INTERNSHIP WILL CONSIST OF:** This is based on School requirements

**INTERNSHIP START DATE:** TBD **END DATE:** TBD

### **DJS EVENTS ADDRESS:**

20 Hempstead Turnpike Farmingdale, NY 11735