

Vendors

Vendors that serve the events industry offer a variety of job opportunities. These positions may give you the opportunity to **assist clients in planning events**, or they may simply offer an opportunity to break into the industry with an **entry-level job**.

Section 2.5 of this guide has information about the many types of vendors involved in event planning. Working with any vendor – from florists to photographers to speakers can help you break in and learn about the events business. Entry-level positions may include sales, customer service, and administrative support. Two vendors that may give you a good opportunity to actually work on organizing an event are caterers and party rental companies.

Caterers

Caterers help clients choose menus, and may also coordinate other aspects of the event. An example of what this position may involve can be seen in this previously posted Monster.com job ad:

CATERING SALES REP / EVENT PLANNER

Catering by Windows, the Washington, DC area's premier caterer is known as one of North America's leading providers of exceptional food, cutting-edge culinary creativity and outstanding presentation. The company provides full service catering, party planning and event management to meet any catering need, from corporate receptions to weddings and fundraisers to backyard barbecues. Every affair begins with an experienced and attentive event consultant, who custom-designs each menu and coordinates food, décor and presentation to ensure a spectacular event.

Check the Yellow Pages or the local Chamber of Commerce's list of catering companies. Many caterers hire additional help during their "busy season" (June weddings and graduation parties, December holiday parties and during the summer). Once hired, make sure the managers know that you are interested in learning all you can about the "behind the scenes" planning for events. As you gain experience, ask if you can take on the entire planning process for one event (start small) and document your success.

For information about caterers, check out the **National Association of Catering**

Executives (NACE). They also publish a newsletter called *The Professional Caterer*.

National Association of Catering Executives <http://www.nace.net>

Party Rental Companies

These companies supply a wide variety of items to people planning parties, including balloons, bars, carriages to transport guests, casino equipment, chairs, dance floors, dinnerware, tents – just about **anything** that can be used to put on a party or other event. A job with a rental company can give you the opportunity to learn about many different types of events, and the special touches that can make them a big success.

The American Rental Association publishes a list of rental stores, as well as information for event planners at its RentalHQ site:

RentalHQ.com <http://www.rentalhq.com>

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