

TOR for Event Manager (From here will refer as you)

1. You will be responsible for venue planning and event management plan before the event takes place.
2. You will be responsible for managing volunteers for mobilizing in promotion of the event.
3. You will be responsible for the outdoor marketing and promotion campaign of the event and will consult with British Council for the usage of the logos and brandings
4. You will be responsible to facilitate to bring partners and other vendors for the event if necessary. (Media partners, Sponsor partners, food and beverage vendors for the event and etc.)
5. You will be responsible to inspect the venue during booth construction and make sure that the plan is implemented accurately.
6. You will be responsible for coordinating all the institute's representatives on the date for managing activities
7. You will be responsible for the event management:
 - a. Arranging the logistics for the UK institution representatives
 - b. Handling freight of promotional materials of the UK institutions
 - c. Organizing press release, market briefing and opening ceremony of the event
 - d. Preparing the invitations and the guest list for the opening ceremony in consultation with the British Council.
 - e. Preparation of backdrops and education UK brands and flex in consultation with the British Council for the different events.
 - f. Arranging essential tools and equipment for the event such as photocopy machines, stationary items, water bottles, Technical support and so on.