

Bookings Co-ordinator

Main Purpose of the role

To manage all bookings that come through the booking forms for both Quizzes and Events

Tasks and Duties

Initial Event/Quiz Management

- Manage all the bookings via gasbookings.com to dinner dances and quizzes
- Maintain up to date spreadsheets, one for Quizzes and one for Dinner Dances

Sunday prior to any Event/Quiz

- Cross check spreadsheets with membership list to ensure correct charges for each booking
- Liaise with the venue managers, providing numbers of attendees, menu choices, table numbers and any special requests or dietary requirements.

Day before Event/Quiz

- Produce Table Plan (Event only)
- Produce Table Envelope for payment
- Produce Table Sheet with menu choices

Day of Event/Quiz

- Ensure everything above is at the venue in good time ready for those laying out the tables
- Maintain event board with Table Plan

Skills and Knowledge

To have a good working knowledge of Microsoft Word and Excel

To have good communication skills, both written and oral

To have good organisational skills.

NB: The Club will provide a laptop (if required), access to Microsoft OneDrive with Word, Excel etc as well as a specific email address gasbooking@gmail.com