

15CI6721
EVENTS PLANNER
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If more than five (5) qualified applications are received, the Questionnaire will be scored, and the score will be used to rank the qualified applicants on the eligible register and tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department **no later than 5 PM, March 25, 2015.**

NAME: (Print) _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBERS: _____ **HOME:** _____ **CELL:** _____

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets are accurate and complete to the best of my knowledge and belief.

1) Do you possess a high school diploma or G.E.D.?

- Yes
 No

2) Do you possess a Bachelor's degree in Business, Public Administration, Marketing, or a closely related field?

- Yes
 No

If yes, indicate type of degree. If no, indicate "N/A."

3) Do you have at least two years of full-time experience in planning, coordinating, and promoting special events?

- Yes
 No

Name of Employer:

Dates of Employment: From (Month/Year) To (Month/Year)

4) Describe in detail your experience in soliciting and booking special events. Be sure to include the following in your response:

- Solicitation methods utilized during your experience (cold calls, social media, brochure development, etc.)
- Responsibilities related to sales (serving as point-of-contact, price quoting and negotiations, etc.)
- Number and type of event(s) responsible for booking

Name of Employer:

Dates of Employment: From (Month/Year) To (Month/Year)

5) Describe in detail your experience planning and coordinating special events. Be sure to include the following in your response:

- Number and type of event(s) responsible for planning and coordinating (include any experience managing multiple events at one time.)**
- Number of invitees/attendees**
- Event location(s) to include venue size**
- Specific tasks you personally performed during the process**

Name of Employer:

Dates of Employment: From (Month/Year) To (Month/Year)