A Coordinator's Responsibilities

1. An intelligent messenger between client & all vendors
2. Preparing the media for video/slide-presentation (liaising with the lighting technician & soundman) – taking good care of client's asset (their laptop)
3. Supervising the march-in/dance/performance rehearsals (if any)
4. Preparing vendor meals on behalf of the client (informing vendors of the meal's room) – also make sure if required halal or not
5. Ensuring the itinerary is followed closely (if people are not responding to commands, using intelligent methods)
6. Doesn't simply change the flow of the event without prior consent from both the planner & client
7. Informing/signaling every person/group responsible for an agenda (those involved) at the designated timing (usually 5 mins prior)
8. Ushering guests effectively in taking their seats before the opening
9. Maintaining composure & good manners
10. Ensuring the banquet deliver their dishes on time (kindly rush them if needed)
11. Make requests when required, such as borrowing props (table/chair) from venue, shifting of props, usage of venue's power supply/point, etc.
12. Double-confirming with client on time-extension (with additional charges) before it occurs
13. Help to inform the banquet to make sure B&G's leftovers are delivered to their hotel room after the reception ends
14. Making sure the decorations are done on time
15. Taking care of the number of wine/liquors/beers leftovers