Lauren Kavanagh

Conference and Events Manager

Contact

Manchester

07700 900271

lauren.kavanagh@example.com

Full UK driving licence

Skills

- Event budgets and supplier contracts
- Venue, catering and AV planning
- Sponsorship and exhibition sales
- Risk assessments and event safety plans
- Delegate booking systems and Excel
- Leading crews on the day

Profile

Events manager with seven years in conferences and exhibitions, the last four running about 30 events a year for a university conference centre, from 40-person dinners to a 1,200-delegate conference. Agrees the brief and budget with each client, books venues and suppliers, sells sponsorship and runs the day on site. Looking for a senior events manager post.

Experience

Conference and Events Manager

Irwell University Conference Centre, Manchester · 2022–present

- Run about 30 conferences, exhibitions and dinners a year, with budgets up to £280,000.
- Agree the format, budget and timetable with each client, then plan rooms, catering and AV.
- Research and book venues, caterers, AV crews and security, and negotiate prices with about 25 regular suppliers.
- Sold £96,000 of sponsorship and exhibition stands for the 2025 health research conference, 1,200 delegates over two days.
- Brief the design team on programmes and promotion, and approve every email and social post.
- Write the risk assessment and event safety plan for each event, and check suppliers' insurance.
- Manage the team of six on the day, from build to get-out.

Events Coordinator

Castlefield Exhibition Hall, Manchester · 2019–2022

- Booked exhibitors and suppliers and ran the event office for 14 trade shows a year.

Education

BA (Hons) Events Management, 2:1

Northgate University · 2016–2019

Additional information

Works evenings, weekends and nights away for events. Full UK driving licence.