Lauren Kavanagh

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Mr Tom Ashby
Head of Events
Deansgate Exchange
Exchange Square
Manchester M3 9QZ

Dear Mr Ashby

Application for Senior Events Manager

I am applying for the Senior Events Manager post at Deansgate Exchange. I have seven years in conferences and exhibitions, the last four as conference and events manager at Irwell University Conference Centre, where I run about 30 events a year with budgets up to £280,000.

My largest event is our health research conference: 1,200 delegates over two days in 2025. I agreed the programme and budget with the organising committee, booked the caterers, AV crew and security, and sold £96,000 of sponsorship and exhibition stands. I wrote the event safety plan and ran the team of six from build to get-out.

Your plan to bring more medical and academic conferences to the city is the work I know best, and I already have good terms with about 25 suppliers here. I am used to evenings, weekends and nights away.

My CV is attached. I would be glad to show you the plan for one of our conferences. Thank you for considering my application.

Yours sincerely

Lauren Kavanagh