

Event Planner interview checklist

Event and wedding planning companies usually start with a portfolio discussion, give a case study or mock client brief, and end with a round with the founder or operations head on pay, travel and working hours.

10 QUESTIONS TO PRACTISE OUT LOUD

1. Take us through one event from your portfolio, from the first brief to wrap-up.

What it checks: Whether you understand the full event lifecycle, your exact role in it and the results, rather than just showing decor photos.

2. Tell me about something that went wrong during a live event.

What it checks: Crisis handling in real time: how quickly and calmly you act, and whether guests noticed, which is what clients care about.

3. What salary are you looking for in this event manager role?

What it checks: Whether your expectation fits the role, company size and city, and whether you understand how incentives work in event companies.

4. How do you build an event budget, and how much contingency do you keep?

What it checks: Financial control: whether you can plan realistic budgets, track spending and protect both the client and the company's margin.

5. Describe a time a client changed plans at the last minute.

What it checks: Flexibility and client management: whether you can adapt without panic while protecting the budget and your team.

6. This job means late nights, weekends and a lot of travel. How do you feel about that?

What it checks: Whether you are realistic about the lifestyle and will stay committed through the busy wedding and conference seasons.

7. Case study: plan a 200-guest corporate offsite in three weeks. What do you do first?

What it checks: How you think under a short deadline: priorities, sequencing, risk and communication, which reflect how you would handle real client emergencies.

8. Tell me about a vendor who let you down.

What it checks: Whether you have backup plans, handle vendor problems professionally and protect the client from the impact.

9. Why do you want to join our events company?

What it checks: Whether you researched the company's events and clients, and whether your interests match the kind of events they run.

10. How do you choose vendors and negotiate with them?

What it checks: Vendor management skill and relationships, which directly affect quality, cost and reliability on the event day.

TIPS FOR THIS INTERVIEW

- Prepare two or three detailed event case studies with the brief, budget, team size, your exact role, problems solved and results.

- Bring sample documents like a run sheet, budget tracker and vendor list with client names removed, since they prove your organisation better than photos.
- Practise a mock case study: plan an event of 150–300 guests in three weeks, starting with priorities, venue, budget and timeline.
- Know basic safety and permission requirements for large events in your city, such as police permission, fire safety and music licences.

THE DAY BEFORE

- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

ON THE DAY

- ☐ Arrive 15 minutes early, or log in 5–10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave