**EVENT COORDINATOR CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | | |
| Age: |  | | | |
| Gender: |  | | | |
| Date: |  | | | |
|  |  | | | |
| 1 - Strongly Agree | | 2 - Agree | 3 - Neutral | 4 – Needs Improvement |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT COORDINATOR EXAMINATION** | **1** | **2** | **3** | **4** |
| **PROPER GROOMING** | | | | |
| a. Dresses well for the event. |  |  |  |  |
| b. Keeps self-clean all throughout the event. |  |  |  |  |
| c. Gets ready with necessary hygiene kit. |  |  |  |  |
| d. Provides the needed wardrobe adjustments for self & others. |  |  |  |  |
| **PERFORMANCE** | | | | |
| a. Brings the important things to work. |  |  |  |  |
| b. Coordinates well with clients & superiors. |  |  |  |  |
| c. Avoids tardiness in every meeting & appointment. |  |  |  |  |
| d. Completes the assigned tasks on time. |  |  |  |  |
| **WORK ETHICS** | | | | |
| a. Works with little to no supervision. |  |  |  |  |
| b. Avoids any kind of trouble that might affect workflow. |  |  |  |  |
| c. Can easily think of a solution. |  |  |  |  |
| d. Honest in all transactions & deals. |  |  |  |  |
| **Remarks:** | | | | |