



Lexie Leukuma

Special Event Coordinator TNT Kids Fitness & Gymnastics



Event Coordinator Responsibilities:

- ◆ Coordinating and scheduling special events
- ◆ Attend and promote at community out reach events
- ◆ Customer service
- ◆ Curriculum development for special events
- ◆ Event Marketing through social media
- ◆ Staff scheduling and rotation gym schedules

Projects: Birthday Party Training Guide

Organized a training for all Birthday Party staff step by step process of how to properly coach a birthday party in a safely manner. As we just changed our curriculum on birthday parties and added 4 new themes.

Findings-

- ◆ Our biggest way of marketing is word of mouth
- ◆ There are a lot of minor details in putting on an event that you don't even think of.
- ◆ Its important to keep employee updated on their training so everyone is safe and happy.

Top three things I learned:

- ◆ Communication in all departments is key to running a successful business.
- ◆ Always put a 110% into what you are doing.
- ◆ Do not let what you don't know interfere with what you do know.