

Event Coordinator interview questions

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What to expect

Event Coordinator interviews tend to mix practical process questions about how you actually run an event with behavioural questions about handling clients and pressure. Employers want to see organisational method as well as composure when plans go sideways on the day.

- **Process:** Walk-through questions on how you plan, budget and coordinate an event from brief to delivery.
- **Behavioural:** Past-experience questions probing how you've handled difficult clients, vendors or deadlines.
- **Scenario:** Hypothetical on-the-day problems to test judgement and composure under time pressure.
- **Client-facing:** Questions on communication style and managing client expectations through the planning process.

Expect an initial phone or video screen focused on experience and availability, followed by an in-person or panel interview that goes deeper into process and scenario questions. Some employers include a short practical task, such as building a sample run sheet or budget from a brief.

1. Walk me through how you'd plan an event from the initial client brief to the final run sheet.

Why they ask

Tests whether you have a repeatable process rather than relying on memory or improvisation.

How to structure your answer

Walk through your process in order: brief and requirements gathering, budget setting, venue and vendor selection, timeline and checklist building, then final confirmation before the event.

Example answer

"I start by getting the client's requirements down in detail, including guest numbers, budget ceiling and any non-negotiables around date or theme. From there I shortlist venues and suppliers that fit the budget and confirm availability before anything else is locked in. I build a working timeline in Monday.com with milestones for deposits, final numbers and vendor confirmations, and I share a simplified version with the client so they can see progress. In the final week I convert this into a detailed run sheet covering setup times, contact numbers and contingency notes for each supplier."

2. Tell me about a time you had to manage a difficult client or a change of scope midway through planning an event.

Why they ask

Client relationships are central to this role, and scope creep is common in event work.

How to structure your answer

STAR: situation, task, action, result.

Example answer

"A client wanted to add a formal seated dinner component to what had been planned as a cocktail-style function, with only three weeks' notice. I set up a call to understand what was driving the change and confirmed the budget impact upfront so there were no surprises later. I then renegotiated catering and furniture hire with our suppliers and adjusted the floor plan and run sheet accordingly. The event went ahead with the new format, the client stayed within their revised budget, and they rebooked us for their next function."

3. An external AV supplier fails to show up an hour before doors open. What do you do?

Why they ask

Tests judgement under pressure and practical troubleshooting rather than textbook answers.

How to structure your answer

Talk through immediate priorities, decision-making under time pressure, and how you'd communicate with the client and venue.

Example answer

"First I'd call the supplier directly to confirm whether they're delayed or not coming at all, since that changes my options. If they're not coming, I'd check with the venue for in-house AV or backup equipment, and call any secondary suppliers on my contact list. I'd tell the client early what's happening and what I'm doing about it rather than letting them find out on their own. If a full fix isn't possible in time, I'd scale back the AV requirements to the essentials, like microphones for speeches, so the event can still run smoothly."

4. How do you keep an event on budget once planning is underway?

Why they ask

Budgeting and forecasting is a core skill for this role and clients expect cost control.

How to structure your answer

Explain your tracking method, decision points for flagging overspend, and how you communicate budget issues to clients.

Example answer

"I build the budget in Excel with each line item linked to a supplier quote, and I update it as soon as any quote changes rather than waiting until the end. I set a rule for myself that if any category goes more than a set amount over its allocation, I flag it to the client immediately with options rather than absorbing it silently. That way the client is never blindsided by a final invoice, and they get a say in where trade-offs happen."

5. Describe how you manage multiple events or projects running at the same time.

Why they ask

Coordinators often juggle several events at different stages, so time management and prioritisation matter.

How to structure your answer

Explain your prioritisation method and tools, with a concrete example if relevant.

Example answer

"I keep each event as a separate project board in Asana with its own timeline and milestones, and I review all active boards at the start of each week to see what's due. I prioritise anything client-facing or with a hard external deadline, like a vendor contract cutoff, over internal admin tasks. When two urgent items land on the same day, I let clients know realistic response times rather than dropping one entirely."

6. Why are you interested in event coordination, and what keeps you in this line of work?

Why they ask

Assesses motivation and fit, particularly given the irregular hours and client-facing pressure the role involves.

How to structure your answer

Short, honest answer connecting personal motivation to the realities of the job.

Example answer

"I like that every event has a clear finish line and a visible result, which is different from a lot of ongoing project work. I also enjoy the client relationship side, seeing an idea they weren't sure how to describe turn into something concrete they're happy with on the day. The unpredictability doesn't put me off, I find the problem-solving part of it satisfying rather than stressful."