Sarah Bennett

Dr. Stuart

Journal Entry: Week Two

After learning many of the basic tasks involved in event planning, the second week of my internship was more hands on for me. I was asked to accomplish tasks such as answering and making phone calls to clients, and organizing and sending different emails. Julianne showed me her computer software that allows her to arrange complex seating charts for the many events she helps plan. I also am asked to do “typical” internship work, which includes making copies of different things, organizing folders, and getting anything Julianne may need during office hours.

The first event I helped out with was a wedding at Veritas Vineyard, in Afton, Virginia. The wedding rehearsal that was to be held the day before the wedding, which we normally would attend, was cancelled due to bad weather. It was a wedding of about one-hundred and fifty people and happened to be on a gorgeous evening. The couple, Maddie and Tim, were married outside and then preceded with their reception inside of the vineyard’s facility. Julianne and I arrived early the day of the wedding to help with the last details, and to make sure that the flowers, tables, chairs, linens, dinnerware, and band were doing as they should. Everything ran very smoothly and Julianne and I both wore a radio and ear pieces so we could efficiently and effectively communicate throughout the night, especially when we were separated. We didn’t run into any problems and the bride and groom and all of their guests had a wonderful time and appreciated all of our help. It was a long day and night filled with hard work and only one break, but overall the event ran very smoothly and I was able to have a great first event experience.