



COMPANY NAME: Cherry Blossom Picnic & Event	INDUSTRY: Events & Experiences
ROLE: Event Planning Trainee	POSITION TYPE: 6-Month Full-Time
www.instagram.com/cherryblossompicnic/	

About Our Company

Cherry Blossom Picnic & Event is a Lagos-based luxury event styling and planning company specializing in curated picnics and bespoke celebrations. We transform everyday moments into unforgettable experiences, blending aesthetics, creativity, and meticulous attention to detail. Our services range from intimate proposals and bridal showers to full-scale event planning, ensuring each occasion is uniquely tailored to our clients' visions.

Role Overview

As an **Event Planning Trainee**, you will gain hands-on experience across all aspects of event coordination—from client engagement and vendor sourcing to event-day execution and creative styling. You'll work closely under the Lead Planner, supporting a range of event types and gradually taking on more responsibilities. This role is ideal for someone detail-oriented, creative, organised, and deeply passionate about creating memorable experiences.

Key Responsibilities

Planning & Coordination

- Support full-service and partial event planning activities
- Help manage client checklists, timelines, and budgets
- Assist with vendor and venue coordination, especially during pre-event prep
- Attend site visits, vendor meetings, and walkthroughs
- Shadow the Lead Planner and gradually take ownership of smaller tasks or full events
- Assist in setup logistics, vendor management, and event-day execution
- Troubleshoot on-the-spot challenges and serve as backup client liaison

Creative & Design Support

- Contribute to mood board creation and design presentations
- Source design elements such as décor items, florals, rentals, and swatches
- Stay informed on trends in event styling and wedding design

Client Experience & Communication

- Maintain clear, warm, and professional communication with clients and vendors
- Support client onboarding and milestone tracking
- Assist with email management, appointment scheduling, and follow-ups

What We're Looking For

Key Skills	Bonus Skills (Nice to Have)
Highly organised and able to multitask effectively	Background in events or arts
Strong communication (written and verbal)	Familiarity with tools like Canva, Pinterest, Google Workspace, Notion or Trello
Detail-oriented with a natural eye for aesthetics	



Calm and resourceful under pressure	Social media savviness (especially Instagram and Pinterest)
Willingness to work weekends and evenings	

Growth Path

We see this role as a launchpad into more senior roles such as Event Planning or Project Manager. You'll receive direct mentorship, field exposure, and creative input opportunities throughout the 6 months.

Compensation & Perks

- Monthly salary
- Discretionary bonuses on event days
- Travel expenses covered where applicable
- Bonus on monthly salary when you support 4 or more picnics in a month

How to Apply

Please submit your CV, portfolio, and any relevant creative work (e.g., mood boards) via this [Application Form](#) . If your profile matches what we're looking for, we'll be in touch within 5 days for a quick chat or interview.