



Malana J

E V E N T S

Done with Excellence



malana j 

About Me

Malana J is a professional Event Manager and Television Production Coordinator. With over 5 years of experience under her belt, Malana J has had the opportunity to work on conferences, concerts, live events, and with major television networks in different capacities.

No task is too small and there is beauty in the fine details! Malana J is committed to making sure that every event or television production is done with excellence! Most of Malana J's work is done in the Greater Philadelphia or New York areas, but she traveled all across the country and Central America for work. Some of her past notable events include: NFL Super Bowls, Nike Forum for NY Fashion Week 2020, NBA All-Star Weekends, BET Hip Hop & Soul Train Awards, 2016 Democratic National Convention, Lifetime's Married at First Sight & D.L. Hughley Contrarian.

Services

- Conferences
- Live Tours
- Television Production
- Event Host
- Concerts

www.MalanaJ.com

Conferences

- Book and negotiate speaker and talent fees
- Scout and book venue
- Budget management
- Hire all staff and volunteers
- Design conference layout, schedules, and seating charts
- Handle all details from conception to on site execution
- Post conference expense wrap up
- Coordinate all food and beverage necessities
- Send out all communications in regards to conference
- Book security and credential services

Live Tours

- Live tour planning for Concert Tours, Book Tours, Comedy Tours, and Speaking Tours
- On site tour coordination
- Scout and book locations
- Hire all crew
- Set up ticket website
- Serve as a liaison between all vendors and artist management
- Comprehensive travel planning
- Manage budget
- Send out all schedules and communications regarding tours

TV Production

- Create and distribute contact sheets, call sheets, and production schedules
- Oversee all production staff, volunteers, and interns
- Book crew and ensure start paperwork is complete
- Communicate with crew and talent call times for production shoots
- Coordinate and oversee logistics and administrative needs from pre-production to post production
- Research, scout, and book locations
- Gather all shoot related releases
- Budget management and close out expenses

Event Host

- Day of coordination for your special event (Wedding Events, Corporate Parties, Galas, Formal Dinners, and Fundraisers)
- Oversee set up & break down of event
- Ensure all day of logistics are in place and event is on schedule
- Interact with event guests and attendees to make sure all feel welcome and enjoying the event
- Answer any event related questions
- Assist in facilitating all activities
- Serve as Master of Ceremonies

Concerts

- Book venue, talent, and vendors
- Hire staff and volunteers
- Negotiate contracts with talent and ensure hospitality needs are met
- Coordinate all travel accommodations
- Advance radio stations
- Set up additional meet and greet or VIP opportunities before concert
- Create and distribute master schedules, contact sheets, call sheets, run of show, and one sheets
- Manage budget, petty cash and process all invoices for vendors, talent, and labor
- Catering for crew and talent
- Obtain all releases, start paperwork, and insurance
- Book security and credential services