



# TOPAZ SMITH

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## PROFILE

Event Management & Operations Specialist with over 10 years experience in planning and executing a range of events, from large-scale sporting events, exhibitions and conferences, to launches and ceremonies. Ensuring seamless and memorable experiences with attention to detail and operational excellence.

## EXPERIENCE

### ARENA EVENTS & VENUES - PRODUCTION COORDINATOR Web Summit Qatar 2024

- Oversee stand production in accordance with specified procedures, branding, electrical requirements, and FF&E arrangements.
- Ensure seamless operation of all stands and provide support as needed.
- Coordinate with contractors to address maintenance needs, AV assistance, production requirements, and oversee FF&E setup.
- Report any issues and collaborate with the team to formulate solutions.
- Supervise the setup and dismantling of custom-built booths, ensuring strict adherence to HSE standards, as well as compliance with established processes and procedures.

### QVISION PRODUCTIONS - STAGE MANAGER AFC Asian Cup Qatar 2023 - Pre-Match & Award Ceremonies

- Manage and execute the running of pre-match ceremonies during rehearsals and live production.
- Direct the flag bearers & stage hands, provide guidance and oversee the movements.
- Ensure effective communication, calling cues and collaborating with the show caller to maintain a synchronised production.
- Control entrances and exits, directing the flow of people and movement of stage/flags.
- Provided support in both pre and post-show functions.

### BLINK EXPERIENCE - SITE MANAGER Saudi Games 2023

- Manage the build-up, changeovers, and dismantling of all site areas, including FF&E, fabricated items, branding, hospitality, and production.
- Execute deliverables for the set-up and operational requirements.
- Monitor installations for quality control and HSSE.
- Coordinate with the Venue & Sport Federations on all requirements.
- Coordinate with the Technical department on requirements and set-up.
- Collaborate with the Award Ceremonies contractor on the required set-up.
- Ensure all operations run smoothly and coordinate with each department.

### QUANTUM - OPERATIONS CONSULTANT Geneva International Motor Show - Qatar 2023 Contracted by Qatar Tourism as Operational Consultants

- Provide strategies and recommendations to improve and streamline the operational processes and procedures, based on the desired outcomes.



- Supervise, provide feedback, and advise throughout the planning, installation, live event and dismantling stages.
- Manage the venue branding from the design to production and installation.
- Document each stage of the event process with detailed updates and reports.
- Interface and cultural broker, liaising between international client and local event teams, ensuring smooth communication and coordination.

#### SPACETOON EVENT - VENUE MANAGEMENT / SITE OPERATIONS Qatar Toy Festival 2023

- Responsible for all communications related to the venue, services, and operations during the planning stages, build-up, live event and dismantling.
- Coordinate with suppliers, F&B, and retail vendors for all requirements for installation, live event, and dismantling processes and procedures.
- Manage the venue set-up and coordinate requirements with the Procurement.
- Point of contact and interface between Spacetoan and the venue.
- Responsible for VIP visits, influencer, and performer arrivals.
- Ensure standards of cleaning, security, and health & safety measures are met.
- Resolve any requirements between vendors / suppliers and the venue for electricity, maintenance, cleaning, access, and the loading dock.



#### BALICH WONDER STUDIO - OPERATIONS COORDINATOR FIFA World Cup Qatar 2022 - Opening, Closing & Trophy Ceremonies

- Lead the daily operations for the stadium, technical compounds and rehearsal football field, with around 700 cast members attending rehearsals and over 500 personnel and technical crew working daily.
- Site build and dismantle designated stadium areas, rehearsal field and external compounds.
- Venue management, FF&E setup and preparations, accessibility & security.
- Communicate and coordinate with the client for operational processes.
- Prioritise and allocate tasks to the OPS team, and complete daily reports.
- Coordinate with contractors for requirements, maintenance and deliveries.
- Support all BWS departments & contractors for operational requirements.
- Coordinate with the HSE department to mitigate risks, by ensuring PPE, setup exclusion zones, and monitor physical and machinery work.
- Track and allocate BWS and contractor inventory.
- Manage the VOM operations to ensure a smooth run of show during the rehearsals and live opening and closing ceremonies.

#### FISCHER APPELT - CONFERENCE & SPEAKER COORDINATOR World Innovation Summit for Health 2022 (WISH2022)

- Manage speaker profiles and conference sessions on the microsite and Swapcard platform.
- Track the project progress and collaborate with the client using the EMS.
- Coordinate with the venue, facilities, and technical teams on requirements.
- Ensure the speakers are on schedule and connect with fellow panelists, MC, and stage managers before each session.
- Coordinate between the speakers and venue for technical requirements.





## WMP CREATIVE - EVENT COORDINATOR 2022

- Manage events, including, VCU-Q and WCM-Q graduation ceremonies, medical conferences, sport events, brand activations, and product launches.
- Develop creative, technical, and commercial proposals.
- Liaise with venues and suppliers according to the scope of work.
- Ensure deliverables are met within the deadline and budget.
- Communicate updates and progress with the client, and develop reports.
- Supervise the event build-up and coordinate requirements with suppliers and the venue.
- Manage the team of event ushers and allocate positions and roles.
- Manage the run of show and back of house coordination during live events.
- HBKU Event Consultant June - July 2022

## NEXTFAIRS - EXHIBITION COORDINATOR

### Build Your House Exhibition 2021 & Qatar Travel Mart Exhibition 2021

- Responsible for local and international media and association partners.
- Manage the Hosted Buyers Programme from the planning stages to the live event using the B2B matchmaking platform.
- Coordinate digital and print designs, ensuring branding specifications are met.
- Manage, track, and execute partnership deliverables.
- Prepare marketing plans, proposals, and reports.
- Support the operations during the build-up and breakdown.
- Exhibitor management to coordinate operational and production requirements.



## ADDITIONAL EXPERIENCE

MKM for Elite Services, Project Specialist - Adham Nabulsi Concert

London Capital Club, Marketing & Events Internship

Red Bull Qatar, Brand Marketing and Events Assistant

## SKILLS

- Event marketing
- Innovative solutions to challenges
- Flexible & adaptable
- Proactively takes initiative
- Strong communication
- Content development

## EDUCATION

Terbell Event Management Diploma 2015 - London, UK