Cassaundra Leighty

EVENT COORDINATOR | BANQUETS, MEETINGS & FUNDRAISERS

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Professional Summary

Event coordinator with 5 years planning formal banquets, conferences, board and executive meetings, and fundraisers, on the venue side at **Hard Rock Hotel & Casino Sacramento** and the client side at a nonprofit serving rural communities. Grew up in the **Masonic family**: Job's Daughters from age 10 to 20, three terms as Honored Queen, serving Masonic family dinners and representing DeMolay as Sweetheart. Negotiates **hotel contracts and room blocks** of up to about 300 rooms, builds the run of show for ceremonies and banquets, and is happiest on site making sure every detail is right.

Core Competencies

Banquets & formal dinners | Hotel contracts & room blocks | Board & executive meetings | Fundraising galas

Run of show & ceremonies | BEOs & floor diagrams | Vendor, AV & production | Registration & CEU tracking

Work Experience

Rural Community Assistance Corporation 05/2026 - 11/2026

Event Coordinator

San Jose, CA (Hybrid)

- Planned and supported many **C-suite (executive leadership) meetings and RCAC's quarterly board meetings**, handling their food, beverage and supplies
- Negotiated hotel and venue contracts, typically securing **2-5 complimentary rooms** per contract, lower meeting-room rental and food-and-beverage minimums, and bar sales counted toward the minimum
- Managed hotel rooms for RCAC's **week-long Annual Summit** (261 attendees from across the U.S., 2 years), keeping the master list and self-booked attendees straight; recognized by leadership in front of the C-suite and board
- Reviewed every Summit BEO line by line, checked each meal before service, ran registration, and helped run the welcome reception and evening social; the 2026 Summit was rated **4.18/5**
- Lead planner and only RCAC staff member on site for the 3-day **Housing Counseling Summit** in Reno (60-70 attendees, $16,770 in revenue); also planned the 2025 summit in Anaheim
- Helped plan and run the 2026 Nevada Water and Wastewater Operators Conference (284 attendees, 75 sessions, $117,880 in revenue): ran the registration desk and badge printing, tracked session check-in and check-out for operators earning up to 16 continuing education units, and greeted and set up 34 speakers
- Supported **600-800 trainings a year** on a 12-person events team: venue sourcing, attendee customer service, and supplies shipped for 5-10 trainings a month
- Events representative on RCAC's **safety committee**; wrote the company's food and beverage safety policies and a standard banquet order form so allergies were always accounted for

Rural Community Assistance Corporation 01/2025 - 05/2026

Administrative Events Specialist

Sacramento, CA

- Provided event planning and administrative support for RCAC conferences, trainings and board meetings, including the 2025 Annual Summit and 2025 Operations Symposium

Hard Rock Hotel & Casino Sacramento 11/2023 - 12/2024

Hotel Sales & Catering Supervisor

Sacramento, CA

- Produced **nearly 300 events** in my final year, including military balls, galas, fundraisers, conferences and concert VIP hospitality, running up to 6 events on the property in a day

- Managed all aspects of the **Beale Air Force Ball** for 2 consecutive years, increasing attendance from 500 to 725 guests, with a 20-person base committee that changed every year
- Planned the almost 700-guest **Yuba-Sutter Chamber of Commerce Gala** for 2 years (about $100,000), meeting the chamber monthly and turning a concert hall into an elegant banquet room
- Produced a hospital client's **dance fundraiser** 2 years running as it grew from about 200 to almost 400 guests, for the children's and cardiac units; the client booked about 10 events a year

Hard Rock Hotel & Casino Sacramento 01/2023 - 11/2023

Hotel Sales & Catering Coordinator/Administrator

Sacramento, CA

- Signed my **first client contract**: the California Association of County Veterans Service Officers' training conference, booked for 5 consecutive years
- Created BEOs, event contracts, diagrams and invoices; conducted venue tours and created customized event proposals

Hard Rock Hotel & Casino Sacramento 11/2021 - 05/2023

Banquet Houseperson

Sacramento, CA

- Executed event setup and teardown based on BEO specifications and client requirements
- Led setup teams and ensured event spaces were guest-ready and compliant with brand standards

Masonic Family Leadership

Honored Queen (3 terms) — Job's Daughters International, Bethel 148, Auburn, CA

DeMolay Sweetheart for the Roseville chapter for 2 years, then Valley Divisional Sweetheart for Northern California (state level) — DeMolay

Helped serve dinners for the Masonic family (Freemasons, Order of the Eastern Star) and worked with Rainbow Girls

Awards

Certificate of Appreciation	Marine Corps Recruiting Station Sacramento	11/2023
Thank-you award "For An Amazing Event"	Air Force Ball Committee, Beale AFB	09/2023
Certificate of Appreciation	California Association of County Veterans Service Officers	06/2023
Platinum Rock Star of the Month	Hard Rock Hotel & Casino Sacramento	06/2022

Skills

Event systems: Delphi CRM/Amadeus diagramming, Oracle PMS, Xcatalyst, GoToTraining, WebEx, Meeting Owl hybrid AV

Office: Microsoft Office, Teams, SharePoint, Visio, Google Workspace