

GayDays® VIP Events Producer

Department: Event Production / VIP Experience

Reports To: GayDays® Executive Producer and GayDays® Owners

Event: GayDays® Orlando

Position Overview

The **VIP Events Producer** is responsible for overseeing, developing, and executing the complete GayDays® VIP experience. This position ensures that VIP guests receive an elevated level of service and access throughout the event while coordinating the people, talent, seating, meet-and-greets, pageants, and special experiences associated with the VIP program.

The VIP Events Producer serves as the primary advocate for the VIP guest experience and works closely with the GayDays® Executive Producer, Owners, Stage Manager, event producers, talent, hosts, and other members of the production team.

This is a leadership position requiring strong organization, communication, hospitality, and event-production skills.

Primary Responsibilities

VIP Program Management

- Develop, plan, oversee, and execute the overall **GayDays® VIP Program**.
- Review all advertised VIP benefits and ensure GayDays® delivers the experiences promised to VIP guests.
- Develop a schedule of VIP activities, meet-and-greets, priority seating opportunities, and other VIP experiences.
- Coordinate VIP activities with the overall GayDays® event schedule and production timeline.
- Identify opportunities to improve and expand the VIP experience each year.
- Serve as the primary production contact for questions or concerns involving the VIP program.

VIP Hosts

- Recruit, audition or interview when appropriate, and **cast the GayDays® VIP Hosts**.

- Provide VIP Hosts with expectations, schedules, assignments, and responsibilities before the event.
- Lead and supervise the VIP Host team during GayDays®.
- Assign hosts to VIP check-in, seating, meet-and-greets, VIP areas, and other activities as needed.
- Ensure VIP Hosts provide a welcoming, professional, fun, and consistent GayDays® experience.
- Address staffing or guest-service issues involving the VIP program.

VIP Seating & Event Access

- Work directly with the **Stage Manager and event production team** to coordinate VIP seating for applicable GayDays® shows and events.
- Determine VIP seating requirements and communicate them before each event.
- Ensure reserved VIP seating areas are prepared and properly identified.
- Coordinate VIP priority entry when included as part of the VIP package.
- Make sure VIP benefits are executed without negatively affecting show schedules or general guest operations.

VIP Meet-and-Greets

- Plan and coordinate all scheduled VIP meet-and-greet opportunities.
- Ensure meet-and-greets occur at the scheduled time and location.
- Coordinate guest flow and access with VIP Hosts and event staff.
- Work with talent and talent handlers to keep meet-and-greets organized and on schedule.
- Be available to resolve issues if a meet-and-greet must be adjusted because of production or talent scheduling.

Talent Coordination

- Ensure all GayDays® talent is informed of the VIP Program and understands any VIP obligations associated with their appearance.
- Communicate meet-and-greet, photo, VIP reception, and other participation requirements to talent before the event whenever possible.

- Work with the Executive Producer and talent team to include VIP obligations in talent schedules.
- Confirm VIP participation requirements with talent prior to their scheduled appearance.
- Coordinate any necessary changes while protecting the experience promised to VIP guests.

Mr. GayDays® Leather

The VIP Events Producer will provide **oversight and direction to the Mr. GayDays® Leather Producer.**

Responsibilities include:

- Ensure the competition follows GayDays® standards, policies, schedules, and approved competition format.
- Provide guidance and support to the Mr. GayDays® Leather Producer.
- Review plans, schedules, contestant activities, judging requirements, and production needs.
- Coordinate with the Executive Producer regarding any major changes or concerns.
- Ensure the competition integrates properly with the overall GayDays® schedule and VIP program.

If a separate Mr. GayDays® Leather Producer has not been appointed, the VIP Events Producer will assume the role of Producer for the Mr. GayDays® Leather competition.

Miss GayDays® Pageant

The VIP Events Producer will provide **executive oversight of the Miss GayDays® Pageant** and work with the Pageant Producer and production team to ensure the event meets GayDays® standards.

Responsibilities include:

- Review pageant plans and production requirements.
- Ensure deadlines and approved competition procedures are followed.
- Coordinate VIP involvement and seating for the pageant.

- Assist with resolving production, contestant, scheduling, or staffing concerns when necessary.
- Keep the Executive Producer informed of significant issues or proposed changes.
- Help ensure the Miss GayDays® Pageant remains a professional, entertaining, and important part of the GayDays® experience.

Event Weekend Responsibilities

During GayDays®, the VIP Events Producer is expected to maintain a strong presence throughout the event and actively supervise the VIP experience.

The Producer should regularly check VIP areas and events, communicate with VIP Hosts, coordinate with the Stage Manager and other producers, confirm talent participation, and identify problems before they affect guests.

When an issue occurs, the VIP Events Producer is empowered to make reasonable operational decisions necessary to protect the VIP guest experience while keeping the Executive Producer informed of significant changes or concerns.

Chain of Command

The **VIP Events Producer reports directly to the GayDays® Executive Producer and GayDays® Owners.**

The VIP Events Producer has supervisory authority over:

- VIP Hosts and assigned VIP staff
- The Mr. GayDays® Leather Producer as it relates to GayDays® production standards and event execution
- Mr. GayDays® Leather production when no separate Producer has been appointed
- VIP-related operations connected to the Miss GayDays® Pageant and other GayDays® events

Major changes involving budgets, event programming, talent commitments, competition rules, or advertised VIP benefits must receive approval from the Executive Producer and/or Owners.

Qualifications & Expectations

The ideal VIP Events Producer should demonstrate:

- Strong event-production and organizational skills

- Excellent guest-service and hospitality instincts
- Strong leadership and team-management abilities
- Confidence communicating with performers, producers, contestants, staff, and VIP guests
- Ability to manage several events and responsibilities simultaneously
- Ability to remain organized and professional in a fast-paced live-event environment
- Strong problem-solving and decision-making skills
- Understanding of the GayDays® brand, community, and guest experience
- Ability to maintain confidentiality regarding talent, contestants, guests, and internal GayDays® business
- Willingness to work flexible and extended hours during GayDays® event week

Standard of Success

Success in this position means that VIP guests feel they received a **genuinely elevated GayDays® experience** rather than simply purchasing a different wristband.

VIP benefits should be organized, visible, properly staffed, and delivered as advertised. Talent should understand their VIP responsibilities before arriving at an event. VIP Hosts should know exactly what is expected of them. VIP seating and meet-and-greets should operate smoothly, and the Mr. GayDays® Leather and Miss GayDays® programs should receive consistent production oversight.

The goal of the VIP Events Producer is to make the GayDays® VIP Program an experience guests value, remember, and want to purchase again.