Cassaundra Leighty

EVENT COORDINATOR | BANQUETS, MEETINGS & FUNDRAISERS

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Professional Summary

I grew up in the Masonic family. I joined Job's Daughters at 10, served three terms as Honored Queen of Bethel 148 in Auburn, and helped serve dinners for the Freemasons and other Masonic-affiliated orders for years. Today I plan events for a living. Over the last five years, I've planned formal banquets, conferences, board meetings and fundraisers, first at Hard Rock Hotel & Casino Sacramento and then at RCAC, a nonprofit serving rural communities. At Hard Rock, I started on the banquet floor and was promoted twice in about two years to Hotel Sales & Catering Supervisor, producing nearly 300 events in my final year, from military balls to concert VIP hospitality. At RCAC, I moved to the client side, where I negotiated hotel contracts, booked room blocks of up to about 300 rooms, and helped bring together 261 attendees from across the U.S. for our week-long Annual Summit. I've visited most of the Masonic lodges in California, and while I'm new to the Scottish Rite, I'm eager to learn.

Work Experience

Rural Community Assistance Corporation 05/2026 - 11/2026

Event Coordinator

San Jose, CA (Hybrid)

- Handled food, beverage and supplies for many C-suite meetings and RCAC's quarterly board meetings
- Negotiated hotel and venue contracts, typically securing 2-5 complimentary rooms per contract, lower meeting-room rental and food-and-beverage minimums, and complimentary extras from time to time
- Managed hotel rooms for RCAC's week-long Annual Summit (261 attendees from across the U.S., 2 years), keeping track of both the master list and attendees who booked on their own. Leadership recognized this work in front of RCAC's C-suite and board
- Reviewed every Summit Banquet Event Order (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
- Planned and ran RCAC's 3-day Housing Counseling Summit in Reno as the sole planner and only on-site staff member (60-70 attendees, $16,770 in revenue), and also planned the 2025 Housing Counseling Summit in Anaheim
- Helped plan and run the 2026 Nevada Water and Wastewater Operators Conference (284 attendees, 75 sessions, $117,880 in revenue), where I 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
- Member of RCAC's 12-person events team supporting 600-800 trainings a year in person, hybrid and online, where I researched venues, negotiated contracts and booked sleeping rooms for state- and EPA-funded trainings across California, Nevada and the Southwest
- Served as the events team's representative on RCAC's safety committee, wrote the company's food and beverage safety policies, and created a standard banquet order form so allergies were always accounted for

Rural Community Assistance Corporation 01/2025 - 05/2026

Administrative Events Specialist

Sacramento, CA

- Shipped equipment and materials to trainers for 5-10 on-site trainings a month via FedEx, including projectors, Owl cameras, flip charts, easel stands, binders and supplies, and tracked our inventory
- Shared event customer service on a rotating schedule, sometimes covering full weeks, answering event phone calls and emails, helping attendees locked out of registration, and issuing training certificates and CEUs
- Ran all in-office internal events at the Sacramento office for up to about 60 people, including food and beverage, room setups and AV
- On-site coordinator for trainings at RCAC's West Sacramento meeting venue, covering the room calendar, catering orders with dietary restrictions, and hybrid AV, including moderating online chat and Q&A
- Sourced venues for trainers and ordered food and beverage for most RCAC events

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. Worked with a 20-person base committee that gave input on the event's look, the run of show and every part of the night
- Planned the Yuba-Sutter Chamber of Commerce Gala for almost 700 guests for 2 years, a fundraiser of about $100,000, planning a year ahead with monthly client meetings and turning the concert hall into a banquet room with 3 buffet lines and multiple live bands
- Produced a hospital's staff talent-show fundraiser 2 years running as it grew from about 200 guests in the Kumi Event Center (for the children's unit) to almost 400 guests in Hard Rock Live (for the cardiac unit), turning it into an upscale gala with a full run of show, speaking parts, and lighting and music cues
- Managed a sales and catering admin and a coordinator, and served as second supervisor to the banquet staff

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

Hotel Sales & Catering Coordinator/Administrator

Sacramento, CA

- Signed my first client contract, a 5-year booking for the California Association of County Veterans Service Officers' training conference
- Prepared Banquet Event Orders (BEOs), event contracts, diagrams and booking checks for sales and catering teams
- Conducted venue tours and created customized event proposals to meet client goals
- Prepared and presented client invoices and documented final billing details

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

Banquet Houseperson

Sacramento, CA

- Executed event setup and teardown based on Banquet Event Order (BEO) specifications and client requirements
- Led setup teams and ensured event spaces were guest-ready and compliant with brand standards
- Supported banquet service including food prep, serving, and POS transactions

Masonic Family Leadership

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

DeMolay Sweetheart, Roseville chapter (2 years), then NorCal Valley Divisional Sweetheart

Helped serve dinners for the Freemasons and other Masonic-affiliated orders

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

Planning: Event planning and logistics, Banquet Event Orders (BEOs), diagram creation, run-of-show timelines, per-event budgets, contract drafting and negotiating, invoice processing, calendar management, project management, client and vendor relationships, account management

Hotels and venues: Venue sourcing, hotel booking and room blocks, contract negotiation, conference services, catering sales and management, hotel operations and front desk

On site: Event registration and badge printing, CEU session tracking, virtual and hybrid event facilitation, AV and production coordination, banquet service, food safety, team leadership, multi-department collaboration, customer service

Software: Microsoft Office Suite, Microsoft Teams, Microsoft Dynamics CRM, Microsoft Visio, SharePoint, Delphi CRM, Delphi Amadeus diagramming, Oracle PMS, Oracle LMS, Xcatalyst, GoToTraining, WebEx, Google Workspace, Meeting Owl hybrid AV