



Basic Information for Prospective Interns

EventPros was founded by Bill Svoboda and John Short with the mission of creating and managing meeting and event solutions for our clients so they can concentrate on building and strengthening their business relationship in the community. We are not new to event planning – with over 30 years of combined experience. It is our life. It is our passion. It is a great job – and when we have fun, you have fun.

EventPros offices are at 4109 Baltimore in Kansas City, Missouri in the Westport area. Our phone number is 816-960-3400, and you may reach Bill or John at this number. Our e-mail addresses are bsvoboda@, or jshort@, eventprosinc.com.

Interns are generally responsible for assisting with phone sales (we provide qualified leads), assisting in letter writing, working with ancillary vendors for events, working in planning, production, and completion of events as needed, and manipulation of documents in the Microsoft Office products system (Word, Excel, etc.). Working knowledge of mail merge and e-mail operations is an advantage over other intern applicants.

90% of the work performed will be in an office setting, the rest will be off-premise at various sites in the Kansas City area.