

# MARIA CRUZ

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## GALA'S – CONFERENCE'S – WEDDINGS

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### **COMMUNITY CELEBRATING DIVERSITY - MLK DINNER** | February 2025

<https://www.ccdarizona.org/mlk-events>

Event Planning Team member and Day of Lead

- Lead day-of event operations, overseeing timelines, run of show, vendors, volunteers, and on-site logistics
- Collaborate with planning partners to coordinate programming, guest experience, and event flow from planning through execution.
- Proactively problem-solve in real time to ensure a seamless, inclusive, and mission-aligned event experience.
- Researched and contacted event technical and venue vendors.

### **ARIZONA PRESENTERS ALLIANCE CONFERENCE** | August 2023 & August 2024

<https://www.azpresenters.org/events>

Stage Manager & Member of Planning Committee

- Serve as Stage Manager and Planning Committee Member, guiding conference planning and on-site production execution.
- Coordinate speaker acquisition, scheduling, and session flow in collaboration with committee members.
- Design and manage run of show, technical cues, and AV needs to support presenters and program content.
- Lead day-of operations, ensuring schedules, tech, and logistics run smoothly and on time.

### **MAYS-PINGITORE WEDDING** | October 2023

<https://www.zola.com/wedding/nelsonandmadi>

Day of Wedding Coordinator

- Meet with the couple prior to the wedding to define vision, priorities, and production timing.
- Create and manage a detailed run-of-show schedule, cueing vendors and key moments throughout the day.
- Serve as primary point of contact for all vendors, including venue, DJ, florals, rentals, catering, and transportation.
- Coordinate day-of logistics, transitions, and problem-solving to keep the event on schedule.
- Communicate clearly with wedding party, family members, and vendors to ensure seamless execution.

### **SCOTTSDALE ARTS, ARTrageous Gala: A Love Story** | April 2021

Stage & Production Manager

- Manage run of show, production schedule, and cueing for a large-scale gala event.
- Coordinate technical elements including audio, lighting, staging, and live program transitions.
- Serve as central communication lead between performers, presenters, vendors, and event staff.
- Oversee on-site execution and real-time problem solving to ensure a seamless, on-schedule event.

**EDUCATION**

Arizona State University, Sandra Day O'Connor College of Law   Tempe, AZ Master of Legal Studies, Contract Management	2023
Arizona State University, College of Integrative Sciences   Tempe, AZ Bachelor of Arts Organizational Leadership, Project Management	2021
Glendale Community College   Glendale, AZ Associate of Arts, Theatre Arts	2019