



EventPro®

EVENT MANAGEMENT SOFTWARE FOR EDUCATIONAL INSTITUTIONS

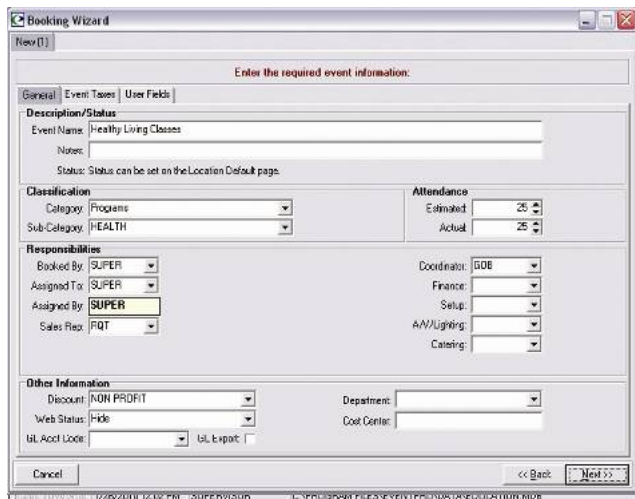
Whether you are scheduling workshops and meetings or hosting a conference, EventPro Software is an outstanding resource for organising all your event details. Education institutions host countless events and EventPro prevents over-booking and the over-commitment of staff and resources. You want to stay informed and EventPro's quick reference graphical booking calendar keeps you in the know and up-to-date, while the auto-reminders and conflict control ensures your attention to detail. Whatever the event, EventPro empowers you to make it a success.

Booking Calendar

EventPro's superior graphical Booking Calendar offers Day, Week, Month and Year views. Select your preference and switch views with a simple click. The user-definable, color-coded statuses are used to show which rooms are booked and the instant clarification of their statuses. A quick reference of event names, times and statuses are shown at the top of the booking grid or in a pop-up box when the mouse cursor rests over the cell of a booked event.



Booking Calendar – Week View



Booking Wizard – Event Information

Booking Wizard

Eliminate errors! EventPro's Booking Wizard guides the user through the booking process step-by-step, screen-by-screen, to ensure nothing is forgotten. It provides a smooth transition from entering event and customer information to entering room rates and event details. When confirming the creation of a new event, the Booking Wizard's booking conflict control automatically checks date and room availability to prevent double bookings. It's easy to learn and simple to use.

EventPro® Software

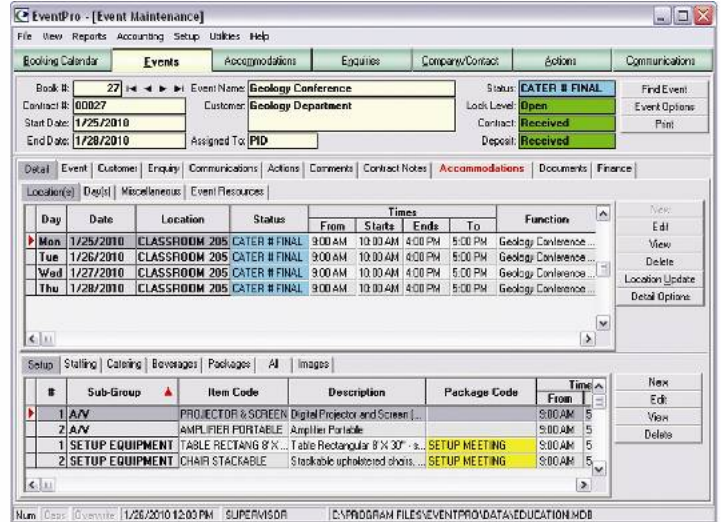
Take a **Tour**
Go to www.eventprosoftware.co.uk
Take a self-guided **Tour**

Event Details

EventPro's Event Detail Screen offers individual file tabs for Setup Materials (including A/V), Staffing, Catering and Packages as well as Letters, Images (floor plans and/or photos) and Reminders.

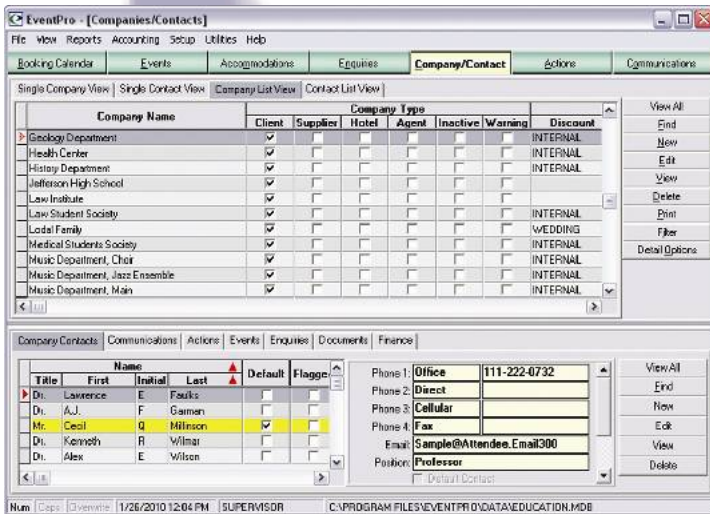
EventPro has the versatility to handle unique situations with ease. Customise this screen by removing any tabs that are not required. For example, if your facility does not offer catering you can easily remove that tab.

The convenient "Copy" function saves time on data entry and helps eliminate possible errors. It couldn't be simpler to add details to an event and with only a click of the mouse, the user is back in the Booking Calendar and ready to begin a new booking.



Event Maintenance – Event Details

Contact Management

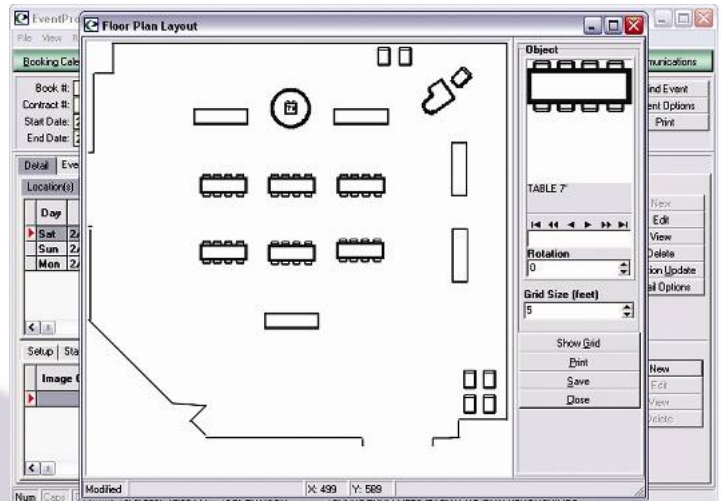


Companies and Contacts

Empower your event staff! With EventPro, they can provide the highest level of service possible. Keep a complete list of client details and an unlimited amount of contact information.

Define companies, log and organise communications and actions (tasks and reminders) and add an unlimited number of contacts to each company. Access the built-in Word Processor to create letters for a selected customer or use the "filtering" option to isolate a particular group of customers.

Floor Plans



Floor Plan Image Tool

EventPro's Image Tool is included with the basic program at no charge; utilise it to eliminate tedious, hand-drawn pictures. Simply drag and drop images (tables, podiums, etc.) where you want them in the room.

The floor plan layout can then be distributed to personnel to ensure efficient and accurate event set up. You can add photographs of rooms set up for different events and use these images to demonstrate the various capabilities of your facility.

Actions

Throw your Post-it Notes away! Meeting deadlines and staying on task is an important part of managing an event. EventPro's Actions tabs are designed specifically for that purpose.

A list of "to-dos" can be printed at any time. Reminder messages can be sent to others and to the originator. Salespeople never have to let a contact date go by again. EventPro also creates actions to remind the user of payment and lease return Due Dates.

Finance

Would you like to save time and have greater accuracy with finances? EventPro has an easy to use invoicing and payments feature for all your accounting needs. Automatically create invoices and issue receipts once payments have been made. View finances of individual events or view all financial information from the Accounting area. You'll also have instant access to all financial reporting such as Revenue vs. Cost, Event Balances and Financial Summaries.

Resource/Inventory Management

Never again forget another detail or have your setup personnel suffer the stress of realising that more equipment is needed than is available.

Complete flexibility of detail items. Select the item and Supplier (if outsourced), the Time Required and any instructions or comments. List rented items, edit prices, apply discounts and capture even more information by adding as many user-defined fields as you like.

EventPro monitors all setup material including A/V, tables, and chairs...anything! Know whether your resources are available or not; EventPro warns you when there are insufficient resources and lists any events where the material has been allocated. This feature can also be used to monitor staffing resources.

Actions – Deposit Required

Book #	Company Name	Item Name	Billable	Invoiced	Uninvoiced	Payments	Credits	Balance
1	Institute for the Study of Social Change	Interactive Seminars and Workshops	\$1,033.00	\$3.00	\$1,030.00	\$0.00	\$0.00	\$1,033.00
2	Adams Public High School	School Tours	\$136.00	\$3.00	\$133.00	\$180.00	\$0.00	\$76.00
3	Stamatt Lodge - Student Services	Senior Class Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Madison Traffic School	Driver's Education Summer Classes	\$898.00	\$0.00	\$898.00	\$50.00	\$0.00	\$798.00
5	Adams County Teachers Association	Course Outline Changes	\$985.00	\$2.00	\$983.00	\$100.00	\$0.00	\$885.00
6	Adams Public Health Department	Healthy Living Classes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Jefferson School of Professional Arts	West Side Show Production	\$4,338.00	\$0.00	\$4,338.00	\$380.00	\$0.00	\$4,138.00
8	Stamatt Lodge - Student Services	Class of '01 School Museum	\$99.00	\$2.00	\$97.00	\$150.00	\$0.00	\$246.00
9	Madison Institute	Administration Modules	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00
10	Edco Medical Center	Annual Medical Advances Seminars	\$804.00	\$0.00	\$804.00	\$0.00	\$0.00	\$804.00
11	Adams County Library Center	Student Financial Aids and Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Adams Public High School	School Tours	\$382.00	\$0.00	\$382.00	\$0.00	\$0.00	\$382.00
13	Adams County Teachers Association	Workshop	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00
14	Stamatt Lodge - Student Services	Full Course Schedule Pick-Up	\$5.00	\$0.00	\$5.00	\$0.00	\$0.00	\$5.00
15	Lansdown Education	Graphic Design Workshop	\$220.00	\$50.00	\$170.00	\$50.00	\$0.00	\$170.00
16	Carroll School of Professional Arts	Photo Shop Lectures	\$100.00	\$0.00	\$100.00	\$50.00	\$0.00	\$250.00
17	Adams Social Services Agency Pretest	Student Registration	\$205.00	\$0.00	\$205.00	\$0.00	\$0.00	\$205.00
18	Lansdown Education	Computer Technical Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Adams Training Center	Student Services Meetings	\$1,152.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$1,152.00
20	Jefferson School of Professional Arts	Auditions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Madison Technical Institute	Computer Science Seminars	\$2,190.00	\$0.00	\$2,190.00	\$0.00	\$0.00	\$2,190.00
22	Education Resources	Childhood Development Seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	South Pole Development	Boys/Girls Course	\$290.00	\$0.00	\$290.00	\$0.00	\$0.00	\$290.00
24	Edco Medical Center	Workshop	\$14.00	\$0.00	\$14.00	\$0.00	\$0.00	\$14.00
25	Carroll School of Professional Arts	Staff Meeting	\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00
26	Adams Public Health Department	Staff Meeting	\$480.00	\$0.00	\$480.00	\$0.00	\$0.00	\$480.00
27	Adams Public Health Department	Student Lectures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	APC Learning & Development	Early Childhood Development Course	\$2,388.00	\$0.00	\$2,388.00	\$0.00	\$0.00	\$2,388.00
29	Madison Technical Institute	Computer Tech. Career Outlook	\$2,714.00	\$0.00	\$2,714.00	\$0.00	\$0.00	\$2,714.00
30	Adams County Teachers Association	Teacher's Workshop	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
31	Adams Public Health Department	Dea Awareness Wash Cycle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Madison Traffic School	Equipment Operations Certificate	\$875.00	\$0.00	\$875.00	\$0.00	\$0.00	\$875.00

Detail Item Entry – Setup Item

Inventory Conflict Control

Request a FREE Trial
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EventPro Software

OPTIONAL MODULES



EventPro encompasses all the critical functionality in a basic package and offers advanced functionality with optional modules that are sold separately.

Enquiry Module - Track potential clients interested in your facility. A great resource for sales associates: record the estimated value of the event, the probability of a booking and set a status to the lead (e.g. "Won", "Hot", "New").

Attendee Module - Store all attendee information in one convenient place. Record everything from communications, actions and financial information to special requirements, guests, registration details and seating arrangements.

Booth Module - Rent out booths to exhibitors for an event at your facility (e.g. tradeshow and career fairs) and organise and maintain booths details

Accommodation Module - List accommodations with specific room types and rates, make reservations and quickly apply them to attendees

EPMobile Module - Check booked events on the calendar, make booking requests, find events and search for available space all from your mobile device

Now your clients can request their events online. EventPro's web integration EPWeb Module allows unlimited users to view your facility and request an available room for their event.

- Web Based Calendar Display
- Online Booking Requests
- Online Resource Requests (A/V, Setup, Catering)
- Search By Multiple Criteria
- Import Data – EventPro/EPWeb Collaboration

Reporting

No more searching through endless amounts of paper when using EventPro. Reports are easy to find; EventPro automatically organises the information you enter into a variety of reports available for viewing, editing and customising at any time. It comes with over 100 professionally designed reports, as well as a Report Designer. With these features, you have the options of using EventPro's reports as they are, modifying them to suit your needs or creating your own.

Whether it's Event Reports, Setup Reports, Financial Reports or Accounting Reports, EventPro's unique "filtering" feature allows the user to isolate the exact information to be used for the report. The possibilities are endless and you'll always have the information you're looking for available right at your fingertips.

Access/SQL

EventPro comes in Standard and Enterprise Edition which use Microsoft Access or SQL Server Database respectively. This allows for enhanced data integrity. Unlock the power of your Windows computer with full 32-bit performance.

EventPro Software (Standard) 105 - 15 Innovation Blvd. Suite 202 Phone: 306-875-3737 Fax: 306-875-3739		Setup Sheet Investment Seminar						
Event Name: Investment Seminar Event Status: COMPLETED Client Name: Mutual Fund Corporation Client Code: MFC10 Purchase Order: Address: 142 Main Street Tumbam SK S2J 2V2 Canada		Booking No.: 2 Contract No.: 0002MFC Sales Rep: Rick Therpe Contact: Josephine Robertson Office: 444-555-1235 Direct: Email: sample-email@hera.org.2 Cellular: Fax: 444-555-4318						
Monday, February 01, 2010								
Location: Emerald Salon								
From - To	Function	People	Status					
8:00 AM - 9:00 PM	Investment Seminar	175	COMPLETED					
9:00 AM - 5:00 PM	Classroom							
Audio/Visual								
From	To	Description	Quantity	Price	Total	Tax		
8:00 AM	5:00 PM	Digital Projector and Screen (Brightest 3000 ANSI) Purchase Price: Projector = \$1000 Screen = \$150 Minimum 1,000 hours	1	\$175.00	\$175.00	FS		
8:00 AM	6:00 PM	Amplifier Portable Purchase Price: \$2000	1	\$250.00	\$250.00	FS		
Setup Equipment								
From	To	Description	Quantity	Price	Total	Tax		
8:00 AM	6:00 PM	Table Rectangular 8' X 30' - seats 8	22			FS		
8:00 AM	6:00 PM	Stackable upholstered chairs, metal frame	175			FS		
8:00 AM	6:00 PM	Easel Flip Chart	1			FS		
Operational Labor								
From	To	Description	Location	Hours	Quantity	Price	Total	Tax
8:00 AM	6:00 AM	Setup Crew	Emerald Salon	1	1	\$13.00	\$13.00	FS
0:00 AM	1:00 AM	Banquet Servers	Emerald Salon	1	2	\$17.00	\$34.00	FS
5:00 PM	6:00 PM	Takedown Crew	Emerald Salon	1	1	\$13.00	\$13.00	FS
				Audio/Visual:	\$425.00			
				Setup Equipment:	\$0.00			
				Setup Total:	\$425.00			
				Operational Labor:	\$50.00			
				Staffing Total:	\$60.00			
				Sub Total:	\$485.00			
				FED:	\$24.26			
				STATE:	\$24.26			
				GRAT:	\$0.00			
				LIG:	\$0.00			
				Total:	\$533.52			
Date: _____		Signed: _____						
Date/Time: 2/9/2010 8:53 AM	Booking #: 2	Page #:	1					

Report – Setup Sheet

FREE ONLINE DEMONSTRATION

If you are currently using a competitors product consider switching to EventPro. With EventPro's Competitive Upgrade Program, you can realise significant savings!

Switch to EventPro

WHAT CURRENT USERS OF EVENTPRO SOFTWARE ARE SAYING:

"EventPro is so user friendly that you can almost teach yourself how to use the program."

- United Way of Cleveland

"Our experience with EventPro has brought us together as a team because everyone can see the benefits of having ONE system manage our whole business. Thank you to everyone at EventPro for creating and supporting a fantastic product!"

- Stony Point Center

"I am impressed with your product and amazed by your support staff. Everyone I have dealt with concerning EventPro have been great – from sales staff to every support team member I have worked with."

- Chesapeake Foundation

"I am constantly amazed at how a program can be so effective and be so much less expensive than the others that do the same or less."

- Brunswick Community College

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