



## Event Management Software

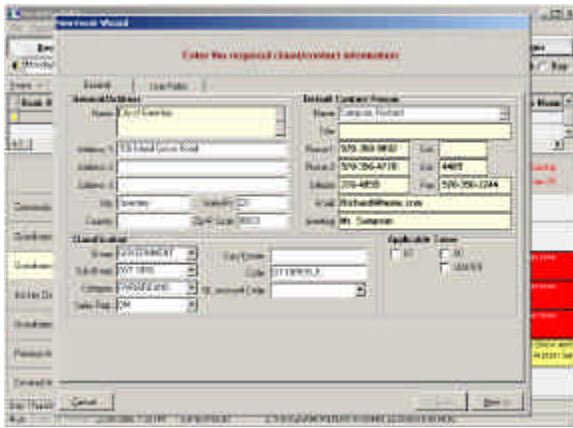
Welcome to EventPro, now even more powerful yet still easy to use.  
 If you want professional results take a close look at EventPro.  
 The Complete Solution in Event Management...

Book #	Status	From	Starts	Ends	To	Event Name	Function Name	Event Category	Customer Name
			Monday Jan 23	Tuesday Jan 24	Wednesday Jan 25	Thursday Jan 26	Friday Jan 27	Saturday Jan 28	Sunday Jan 29
			Cub Scout Round Boy Scouts of Am	Cub Scout Round Boy Scouts of Am	Susan G Country M		Administration Me Orchard Lions Clu	Administration Me Orchard Lions Clu	
					Meeting S Chipeta C		Maintenance	Maintenance	Maintenance
			Farmers Market 28 Bloom Flea Market	Farmers Market 28 Bloom Flea Market			Maintenance	Maintenance	Maintenance
					Meeting S Chipeta C		Maintenance	Maintenance	Maintenance
							Beginners Riding L County Equestrian	Swine Show and Baker Auction Ser	Swine Show and Baker Auction Ser
								Advanced Riding L County Equestrian	

### Booking Calendar

- Eliminate Double Booking
- Know at a glance!

EventPro's superior graphical Booking Calendar offers "Day", "Week", "Month" and "Year" views. Select your preference and easily switch with a simple click. The user-definable, color-coded statuses are used to show which rooms are booked and the status of each. A quick reference of event names, times and statuses are shown at the top of the booking grid or in a drop down box when a cell is touched with the mouse.

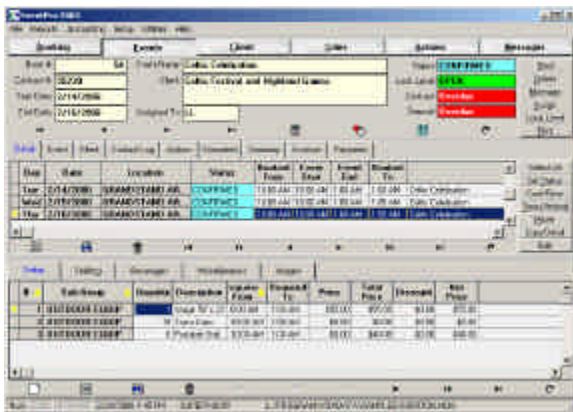
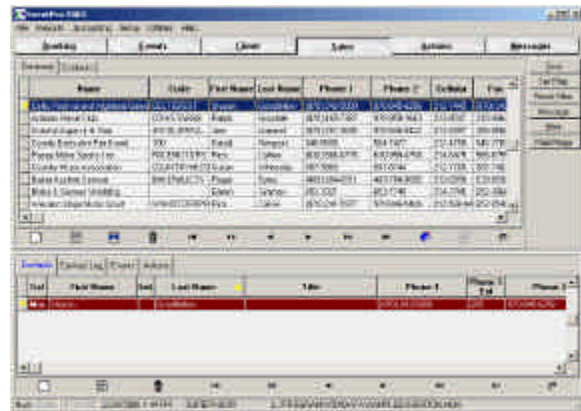


## Booking Wizard

Eliminate errors! EventPro is the only event management software with a “wizard” to guide the user through the booking process step-by-step, screen-by-screen to ensure that nothing is forgotten. Move smoothly from event information to customer information to room rates and following right on through to event detail information. Easily make single or repetitive bookings. It is easy to learn and simple to use.

## Contact Management

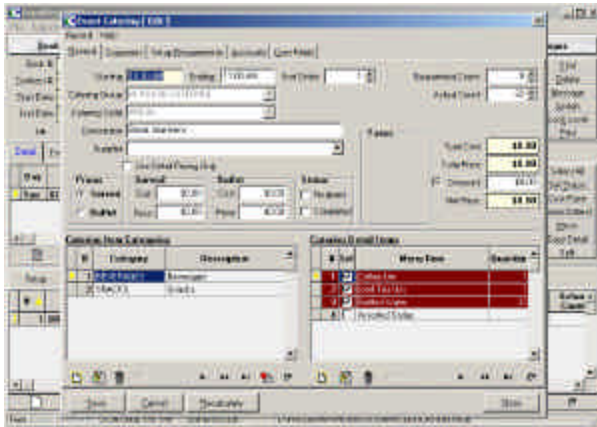
Empower your salespeople to provide the highest level of service possible! Keep complete client information including unlimited contact persons. EventPro’s contact management module has separate file tabs for “Contact Log” (history of contacts), “Notes” and “Ticklers” (reminders). Access the built-in Word Processor to create letters for a selected customer or use the “filtering” option to isolate a particular group of customers.



## Event Details

Simply the best! EventPro's Event Detail Screen offers individual file tabs for Setup Materials (including A/V), Labor, Catering and Liquor as well as Letters, Images (floor plans and/or photos), Discounts and Ticklers. You can customize this screen by removing any tabs that are not required, e.g. if your facility does not offer catering or liquor, you can easily remove those tabs. Our convenient "Copy" function saves endless amounts of data entry time and possible errors. Adding detail items to an event couldn't be simpler. Yet, EventPro has the versatility to handle unique situations with ease. A simple click of the mouse will put the user back into the Booking Calendar to begin a new booking.

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## Catering

EventPro is unsurpassed by any other package for flexibility, power and ease of use. EventPro divides Catering into four levels. These levels being Menu Group (e.g. Breakfast, Lunch, Dinner, etc.), Menu Codes (Specific Menu Names), Menu Categories (Entrees, Potatoes, Salad, Desserts, etc.) and Menu Items (e.g. Roast Beef, Baked Chicken, Scalloped Potatoes, Caesar Salad, etc.). Choose "Served" or "Buffet" with a simple click of the mouse.

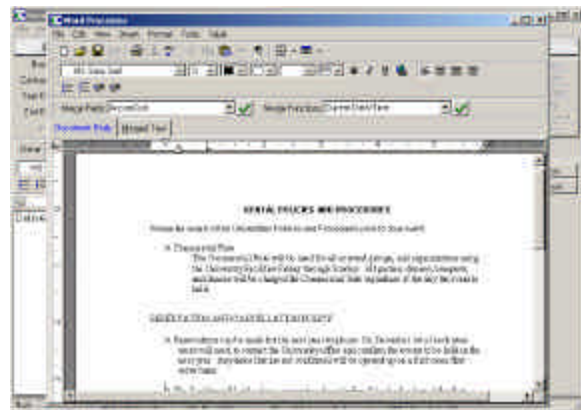
PSI (EventPro Internal) 407 - 15 Innovation Blvd., Saskatoon, SK, S7N 2X8		Banquet Event Order	
Past Ac: JP Accounting Convention Company: JP Kelly Investments - Seminars Address: _____ Acct. Code: _____		Contact Name: Kelly, John Phone: 995-1234 Alt. Phone: _____ Fax: _____	
<b>Event Setup/Comments</b> <small>enter any notes here.</small>			
Date: Tuesday, October 24, 2000		Time: 7:00 AM To: 6:00 PM	
Location: The Pacific Room		Attendance: 150	
Function: JP Accounting Convention		Rental: \$300.00	
<b>Caterina</b> @ \$20.95		<b>Setup Items</b>	
8:00 AM 150 Diplomat Dinner Buffet (Minimum 100 People) Dinner Buffet Includes: Hors d'oeuvres and Butter, Coffee, Tea, Milk, After Dinner Mints. Entrees-A: Choice of One Baked Chicken Pieces Selection of Salads: Fresh Vegetables with dip, Caesar Salad, Greek Pasta Salad, Marinated Fresh Mushrooms, Oriental Marinated Vegetable Salad. Cold Dishes Included: Fresh Fruit and Deluxe Cheese Platter, Decorated Baked Salmon. Potato-Choice of one: Creamy Whipped Scalloped Vegetable-Choice of one: Buttered Carrots and Snap Peas		10 Cloth for tables @ \$2.10 10 19" Round Table @ \$8.00 <b>Technical Equipment</b> 1 Screen and Overhead Projector @ \$50.00 1 Cordless Laser Mic @ \$45.00 1 Hostesses 11 Hrs @ \$10.50 1 Audio Visual Technician 11 Hrs @ \$28.00 1 Daycare Volunteer 11 Hrs	
Catering Contact: _____ Title: _____ Date: 10/12/2000			
Client Approval: _____ Date: _____			
PSI (EventPro Internal) 407 - 15 Innovation Blvd., Saskatoon, SK, S7N 2X8 Phone: (306) 975-3737 Fax: (306) 975-3738 Date/Time: 10/12/2000 2:11 PM Page #: 1			

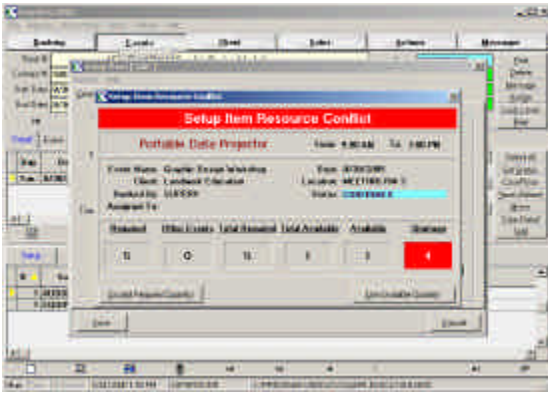
## Reporting

No more searching through endless reams of paper. Design the report that provides the required information...and nothing else! 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. Current, historical and future information is available right at your fingertips. EventPro's database is offered in Access and Microsoft SQL. EventPro also includes a built-in report writer so that users can learn to create custom reports.

## Word Processing

Keep all pertinent information in one file. EventPro keeps all correspondence with the rest of a client's event information. EventPro's built-in Word Processor is ideal for creating form letters, leases and contracts. Choose your font, select your type size and special effects and add in the required "merge" fields. EventPro will produce a professional document that can be automatically personalized for a particular client with the click of a mouse button. The completed document can be printed, faxed or sent as an e-mail attachment.



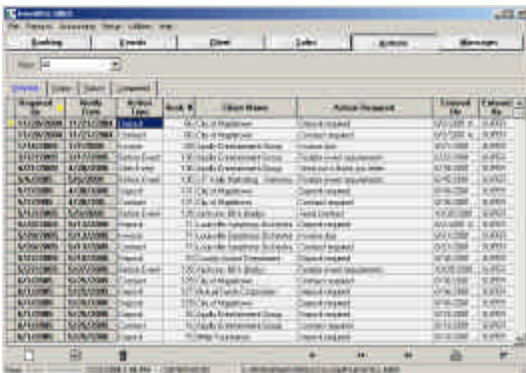
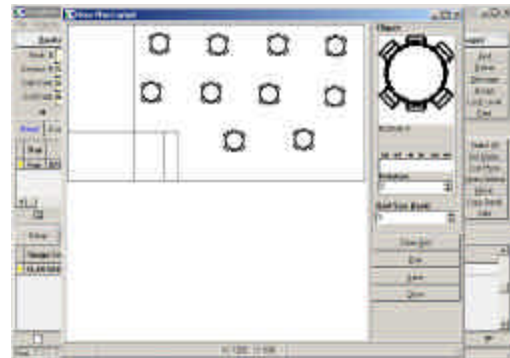


## Resource / Inventory Management

Never again have your setup personnel suffer the stress of realizing that more equipment is rented out than is in inventory. This feature can be used to monitor all setup material including A/V, tables, and chairs...anything! EventPro will also warn the user that there are insufficient resources available as well as what other events the material is booked to. This feature can also be used to monitor labor resources.

## Floor Plans

Eliminate tedious, hand-drawn pictures with EventPro's Image Tool. Scanned in floor plans can be manipulated in the system to place objects (tables, chairs, podiums, etc.) in the correct configuration for setup personnel. The Image Tool is **INCLUDED** with the basic program and not sold as an "add-on" as it is with many other event packages.



## Actions

Actions are reminder messages that 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.

### **Other Features include:**

- **Taxes** - User-definable tax field names and percentages;**Room Rates** - Complete flexibility for each room/location. Setup individual rates by the hour, day, half day, weekday, evening, customer group or specific days;**Security** - Control which modules and screens your users can access as well as view and edit rights; **Email & Internal Messaging** - Send messages internally through EventPro. The program will maintain a log of all such communication. Internal alerts are automatically sent to the selected departments or individuals when certain changes are made to the event detail;
- **Web Integration** - EPWeb is an add-on module that allows your calendar of events to be displayed on the Internet (Intranet) and accept booking requests.

Contact our sales staff to evaluate EventPro and discover all of its capabilities for yourself...