



# EventPro<sup>®</sup>

## Universities/Colleges

### 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...

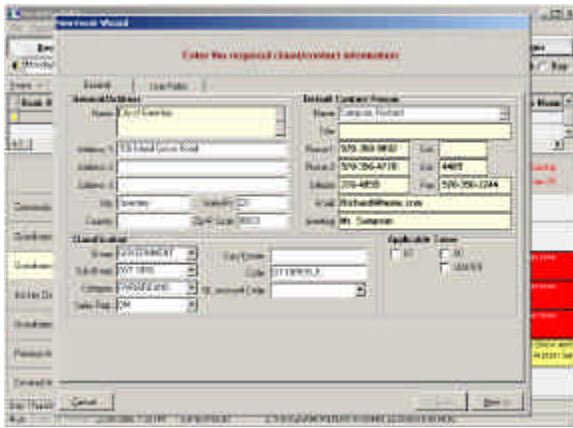
The screenshot shows the EventPro 2003 interface with a booking calendar for January 2006. The calendar is organized by room and date. The rooms listed are Community Building, Grandstand Arena, Grandstand Complex, Jockey Club, Grandstand Lobby, Practice Arena, and Covered Arena. The dates shown are Monday Jan 23, Tuesday Jan 24, Wednesday Jan 25, Thursday Jan 26, Friday Jan 27, Saturday Jan 28, and Sunday Jan 29. Events are color-coded: blue for booked events, yellow for events with specific restrictions, and red for maintenance. The interface includes a menu bar (File, Reports, Accounting, Setup, Utilities, Help), a toolbar with buttons for Booking, Events, Client, Sales, Actions, and Messages, and a status bar at the bottom showing the current date (1/24/2006) and location (Grandstand Complex).

Room	Monday Jan 23	Tuesday Jan 24	Wednesday Jan 25	Thursday Jan 26	Friday Jan 27	Saturday Jan 28	Sunday Jan 29
Community Building	Cub Scout Round Boy Scouts of Am	Cub Scout Round Boy Scouts of Am	Susan G Country M		Administration Mee Orchard Lions Club	Administration Mee Orchard Lions Club	
Grandstand Arena							
Grandstand Complex			Meeting S Chipeta C		Maintenance	Maintenance	Maintenance
Jockey Club	Farmers Market 29 Bloom Flea Market	Farmers Market 29 Bloom Flea Market			Maintenance	Maintenance	Maintenance
Grandstand Lobby			Meeting S Chipeta C		Maintenance	Maintenance	Maintenance
Practice Arena					Beginners Riding L County Equestrian	Swine Show and Baker Auction Ser	Swine Show and Baker Auction Ser
Covered Arena						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 views 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.

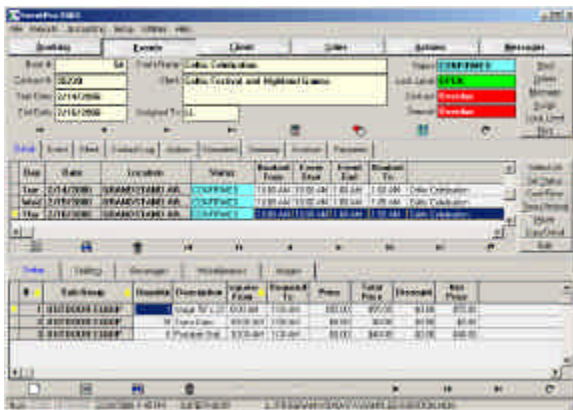
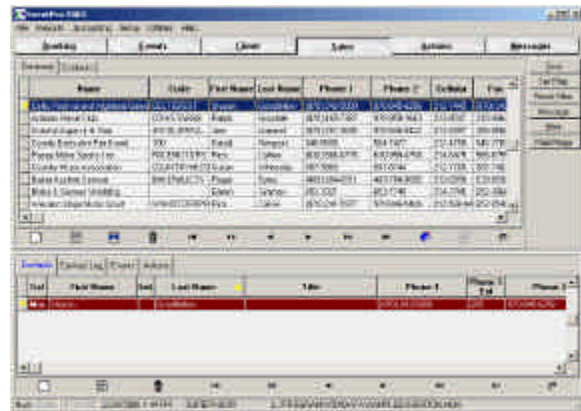


## Booking Wizard

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.



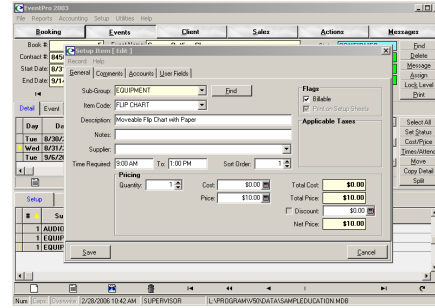
## Event Details

Simply the best! EventPro’s Event Detail Screen offers individual file tabs for Setup Materials (including A/V), Labor and Catering as well as Letters, and Images (floor plans and/or photos). You can customize this screen by removing any tabs that are not required, e.g. if your facility does not want to use the invoicing and payment function, you can easily remove the 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.

## Detail Entry

When adding detail items, EventPro's entry screens give you complete flexibility to select the Item and Supplier (if outsourced), the Time Required and any special instructions or comments. If the items are rented, you can edit prices and apply discounts (if it is allowed in your security profile) in the same screen. If you wish to capture even more information, you can add as many user defined fields as you like.



From - To		Function	#	Status	Price	Tax
9:00 AM	3:00 PM	Graphic Design Workshop	22	CONFIRMED	\$165.00	
9:00 AM	3:00 PM	Classroom Style				

From	To	Description	Quantity	Price	Total	Tax
10:30 AM	11:00 AM	Break time items	22			
		<b>Beverages</b>				
		Coffee Urn	1			
		Iced Tea Urn	1			
		Bottled Water	22			
		<b>Snacks</b>				
		Assorted Cookies (2-4)	1			
		Assorted Muffins (6)	1			
		Assorted Denishes (6)	1			

From	To	Description	Quantity	Price	Total	Tax
9:00 AM	3:00 PM	Portable Data Projector	1	\$55.00	\$55.00	

From	To	Description	Quantity	Price	Total	Tax
9:00 AM	3:00 PM	Movable Flip Chart with Paper	2	\$10.00	\$20.00	

From	To	Description	Location	Hours	Quantity	Price	Total	Tax
9:00 AM	10:00 AM	Audio Visual Technicians	Meeting Room #3	1	1			

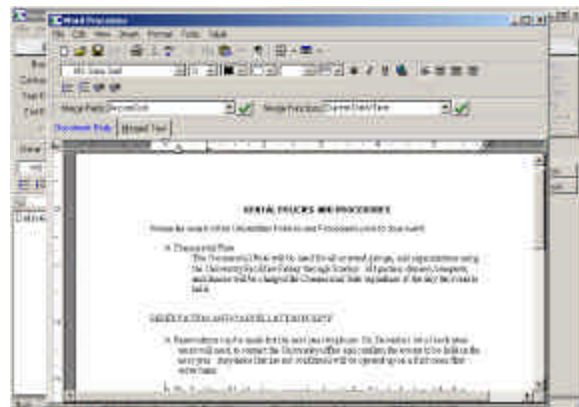
<b>Rent Sub Total:</b>	\$165.00
<b>Audio-Visual Equipment:</b>	\$55.00
<b>Storage Room Equipment:</b>	\$20.00
<b>Setup Sub Total:</b>	\$55.00
<b>Sub Total:</b>	\$275.00
<b>Total:</b>	\$275.00
<b>Less Payments:</b>	\$0.00
<b>Balance:</b>	\$275.00

## 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.



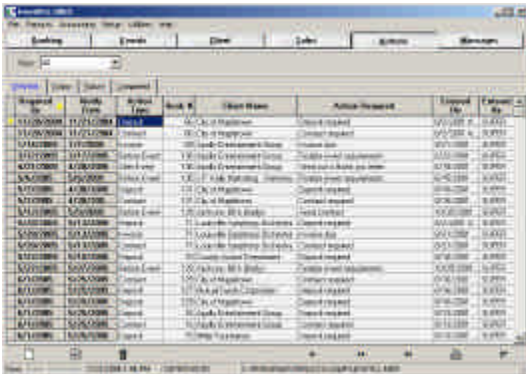
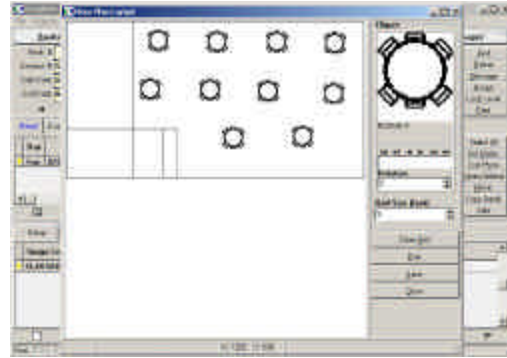


## Resource / Inventory Management

Never again have your setup personnel experience 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;
- **Internal Messaging** - Send messages through email or 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 accepts booking requests.

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