



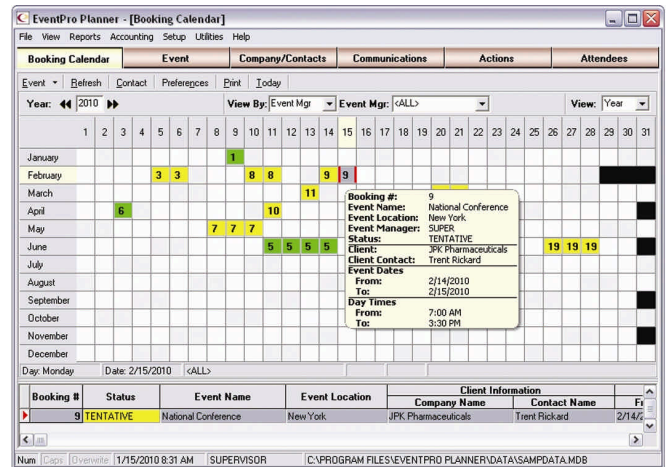
EVENT PLANNING SOFTWARE

EventPro Planner delivers the power to effectively plan the key elements of an event and it is ideal for Meetings, Conferences, Tradeshows Weddings, Parties and Fundraisers! With EventPro Planner, you will be in complete control of your event from the first entry to the final report. EventPro Planner is the perfect software for professional Event Planners to organize everything: create bookings, set up and organize event details, track communications, set up actions and reminders and keep a list of all companies and contacts.

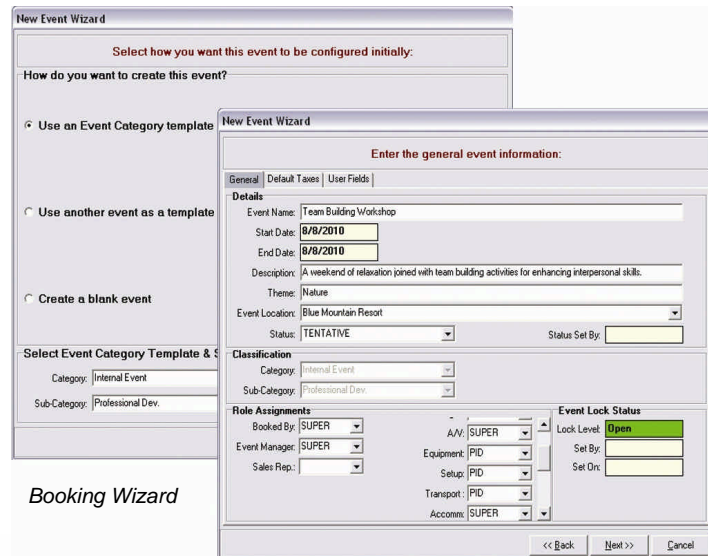
Booking Calendar

With this feature, your booked events are available at a glance in Year, Month or Week view by means of a graphical calendar.

- Easily begin a new event by clicking on the selected date
- Handy "Drag and Drop" feature allows you to move events to a new date with a simple click of the mouse
- Powerful "Append" feature lets you add additional days to an existing booking without going through the entire Booking Wizard again



Booking Calendar – Year View



Booking Wizard

Booking Wizard

The flexible Booking Wizard makes booking an event quick and easy, especially for users with minimal computer experience or for new employees.

- Optional Wizard Pages - add as much or as little event information as required during the booking process
- Data entry is easy - use templates or copy from a previous event with the same category as the current booking

Take a Tour
Go to www.eventpro-planner.com
Take a self-guided Tour

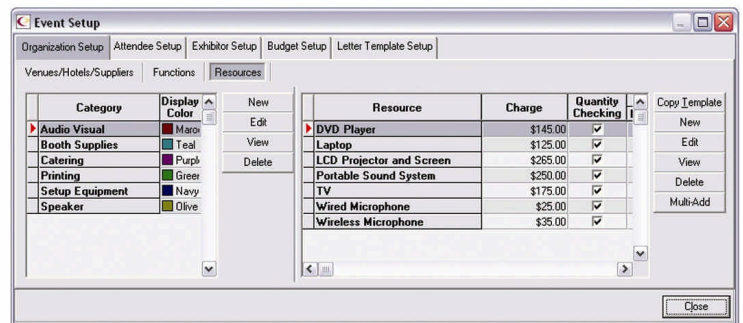
Event Setup

EventPro Planner creates a file for each event so that you don't have to worry about mixing one event's resources with another. The Event Setup area of that file is where you will begin organizing an event by first defining the event basics. Input information such as which venues are required, the event functions, any resources or supplies, attendee types and anything else that will be required during the course of the event.

- Use Event Templates to save time on data entry
- Report on price, required quantity and ordering status for event resources from catering to equipment
- Plan Event Functions - set individual functions for optional or automatic registration, organize function pricing and define registration fees
- Track Supplies - keep detailed supplier records to manage catering, staffing and setup item
- Know Your Savings - record negotiated versus the actual price and your savings are automatically calculated

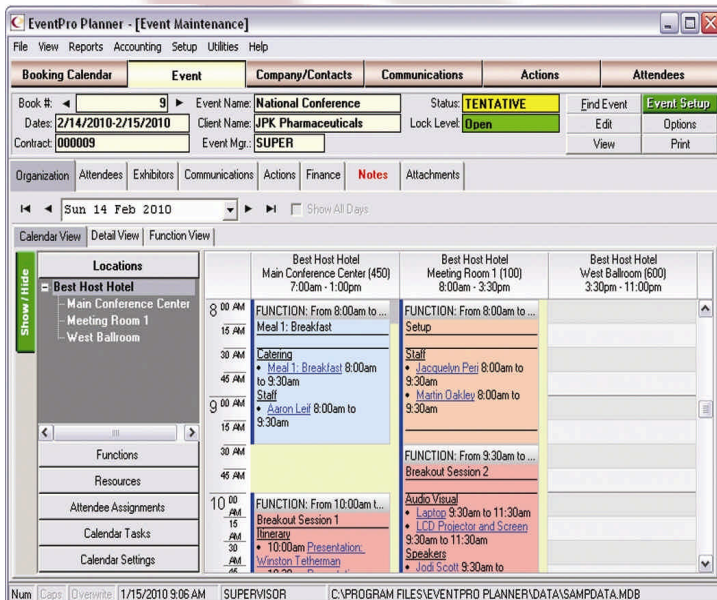


Event Setup – Functions



Event Setup –Resources

Event Organization



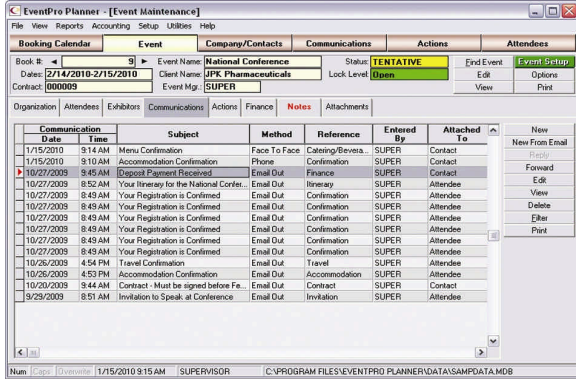
Event Organization – Calendar View

The powerful Graphical Calendar View allows you to organize the event timelines with ease and flexibility. Select a location and use the drag and drop functionality of the calendar to add event functions and detail items.

- Simplify multi-day event management by copying and editing functions from other days
- Resource monitoring automatically produces a warning if you try to over book an item
- Assign staff, volunteers and speakers to functions
- Add catering information, A/V equipment and any other supplies or requirements for the functions

Communication Logging

Keeping staff and contacts informed and involved with preparations is a key element of ensuring the success of an event. The Communication Logging feature is a great reference to any interaction you have with your contacts and can be accessed by your staff to ensure they're not missing a step. With this feature, you'll never feel lost when you get an unexpected call. EventPro Planner keeps you up to date and helps give your clients that VIP service they deserve.



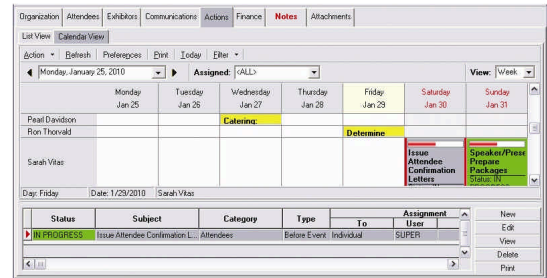
Communications Log - Event

- Access information which relates to a specific company, contact, client, attendee or event
- Keep track of conversations, emails, faxes and letters
- Handle custom Letter Templates with Merge Fields
- Improve service and efficiency – logged communications are a great reference point and are easy to find with EventPro Planner's filtering feature

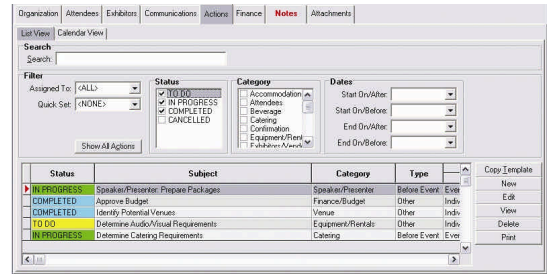
Project Management / Actions

EventPro Planner is an exceptional Project Management tool! The graphical timeline/calendar organizes every task to keep you from missing a deadline. This easy-to-use feature will keep you right on track.

- Schedule important appointments and follow-up notes
- Manually set reminders or program automatic reminders for tasks that are common for every event
- Prioritize actions by setting status types and categories



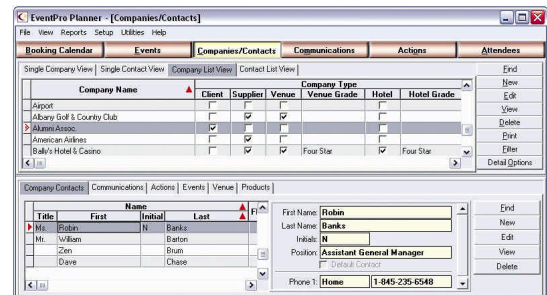
Actions – Calendar View



Actions – List View

Companies and Contacts

Company and contact information is in one organized area; you can even log communications and actions from this screen. With one click, find out all the events a company or contact was involved in and what roles they had. Our classification system effectively defines clients, venues and suppliers and you can store multiple contacts for each company. It's a comprehensive address book that's easy to update and eliminates flipping through business cards.



Companies and Contacts – List View

Request a FREE Trial
 Go to www.eventpro-planner.com
Request a Free Trial

OPTIONAL MODULES

Every Event Planner is unique and has different methods and requirements for planning an event. That's why EventPro Planner has optional modules so you won't be paying for features and functions you'll never use!

Budget Module

How much money is budgeted for catering? How much for A/V? What are the income sources? How does it all balance out? Are you under budget or over?

Why struggle with spreadsheets when the Budget Module for EventPro Planner makes the job simple? You can set up budget templates and easily make them more specific to different events by adding and deleting items. You can enter the costs of ordered items and the expenses will automatically populate the budget. The Budget Module even compares predicted budget to actual and tells you the percentage of the difference.

Finance Module

Would you like to save time and have greater accuracy? EventPro Planner incorporates an invoicing and payments function with an income and expense feature. The Finance Module can automatically create invoices for registration fees and issue receipts once payments have been made. When you order items for an event, the expense log is automatically populated. You'll also have instant access to all the financial reporting you can imagine.

Attendee Module

Do you know who's attending the event and what functions they're attending? Is it easy to find out where an attendee is staying, how they are arriving and if they're bringing a guest? Did you send them an invitation and have they responded?

It can be difficult to keep track of all the details involved in Attendee Management, but EventPro Planner's Attendee Module simplifies this time consuming and often frustrating task by maintaining all attendee information in one easy to manage location. Use this module with our optional online system, Attendee Online, and you'll virtually eliminate data entry.



- Post your events online
- Invitees can enter their own registration data and choose event functions to attend
- Integrate with an online pay system for additional convenience

User Hosted

Why pay an online registration company \$4.00 - \$5.00 per registrant? With EventPro Planner's Attendee Online, you pay a One Time Fee and can have as many events and registrants as you want without paying again! Attendee Online is an economical and cost effective module to do online registrations.

Travel and Accommodation Module

If you look after travel and accommodation details, it makes sense to have that information attached to each attendee and available right at your fingertips. The Travel and Accommodation Module provides reports that tell you the attendee's flight arrival and departure times, where they are staying and reference numbers. You also have easy access to a Master List of all travel and accommodation records.

Booth Module

Are you organizing Tradeshows? EventPro Planner's Booth Module will assist you with defining your booths and any booth accessories. You also set the rental fees, so billing is exactly how you want it. The Booth Module maintains your exhibitors and their assigned booths in a folder, making them easy to reference.

Master Inventory Module

It can be a challenge to keep all of those event resources organized. A/V equipment, decorations, room setup, catering details... these are just some of the possible resources you may need when planning an event. Chances are, there's a lot more resources you'll have to list before you're done. EventPro Planner's Master Inventory Module will help you speed up data entry, keep resources organized and avoid resource conflict.

FREE ONLINE DEMONSTRATION

Explore EventPro Planner in a unique and interactive way by booking a free demonstration today! Email us with your request and our sales staff will respond promptly to set up a time that is most convenient for you.

Sales@eventpro.net



Experience EventPro Planner Today!

We want to ensure EventPro Planner has the features and benefits you require. Book a free demonstration today to view the versatile features of EventPro Planner through a walkthrough of the product on your own computer.

You'll be guided by one of our sales staff over the telephone; so not only will you get to see EventPro Planner in action, but you'll receive a free consultation as well. Tell our sales representatives what your event planning needs are and they'll show you how EventPro Planner can specifically meet those requirements. We're confident that you will be amazed at the power and simplicity of EventPro Planner and never want to be without it again.

Online demos are a powerful tool that enable potential users to quickly and easily determine if EventPro Planner has all the features they require.

Request a Free Trial

Go to www.eventpro-planner.com

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 **EventPro® Software**
Event Planning Software

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