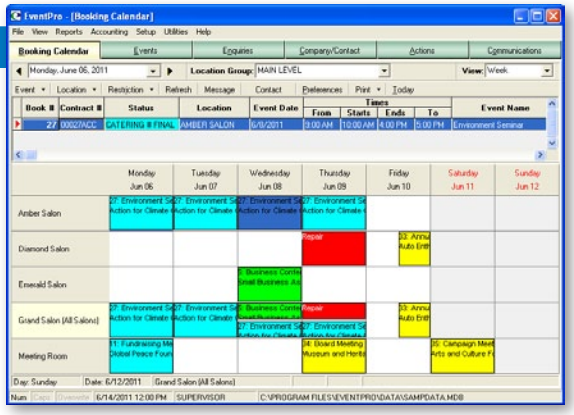
EventPro®
Event Management Software

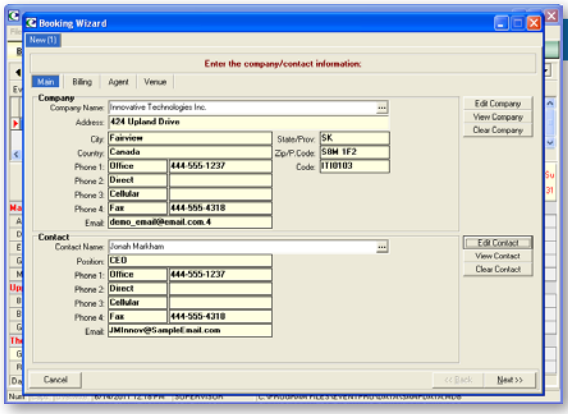
for Houses of Worship

What is unique about **EventPro Software?** It offers a user-friendly environment for facility scheduling and event management. The features are focused on preparing all facets of a facility and it is highly "user definable". Enter your documents/contracts, customize color-coded statuses and create detail and event categories specifically for your business. With EventPro, we do it *your* way.

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 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.

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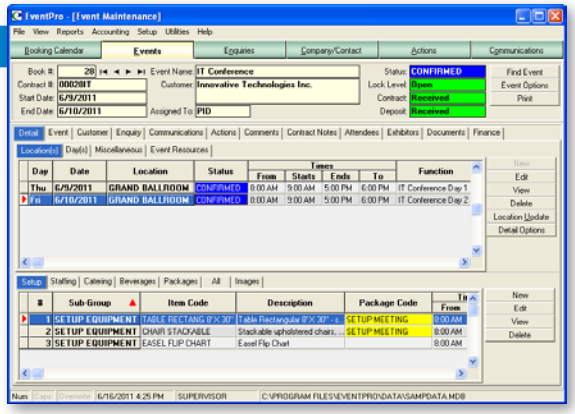
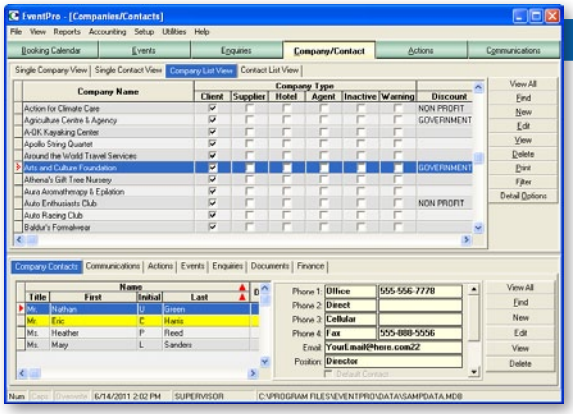
Event Details



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. Customize this screen byremoving any tabs that are not required.

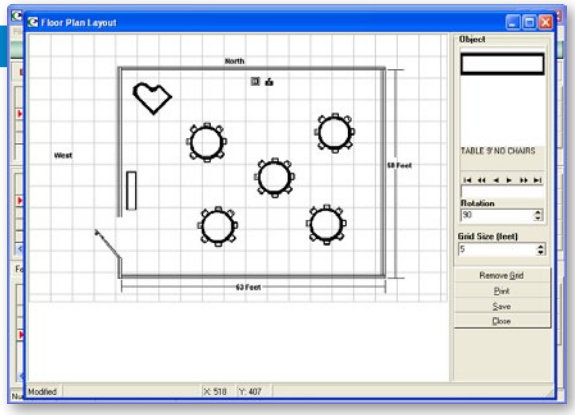
The convenient "Copy" function saves time on data entry and helps eliminate possible errors. It couldn't be simpler to add details to an event and with only a click of the mouse, the user is back in the Booking Calendar and ready to begin a new booking.



Contact Management

Empower your sales team! 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 organize 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



EventPro's Image Tool is included with the basic program at no charge; utilize 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 layoutcan 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.

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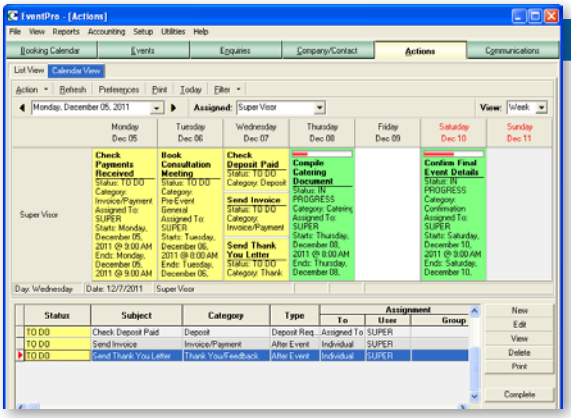


Actions

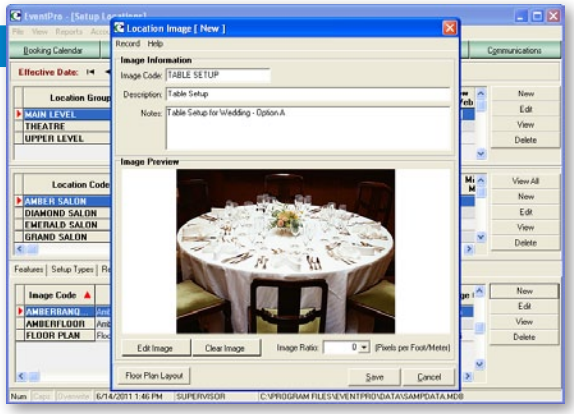
Meeting deadlines and staying on task is an important part of managing an event. EventPro's Actions tabs are designed specifically for that purpose. A list of "to-dos" can be printed at any time. Reminder messages can be sent to others and to the originator. Salespeople never have to let a contact date go by again. EventPro also creates actions to remind the user of payment and lease return Due Dates.

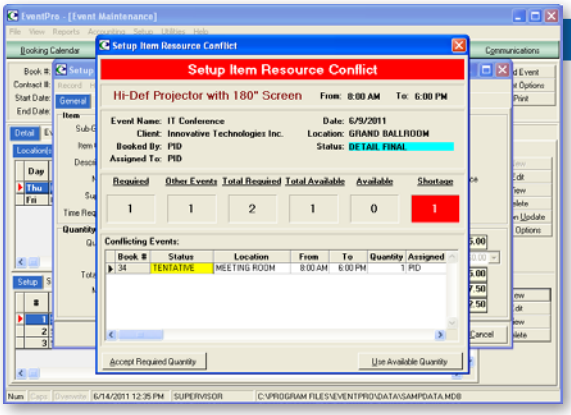
Catering

EventPro's easy-to-use, efficient catering system is tailored to your business. EventPro's catering system allows you to define your own Menu Groups under four levels:

- Groups (e.g. Buffets, Dinners, Desserts)
- Types (e.g. Breakfast Buffet, Executive Dinner Buffet)
- Categories (e.g. Entrees, Salads, Soups)
- Items (e.g. Roast Hip of Beef, Roast Pork)

You can organize and customize these levels in a way that best suits your catering business. The flexible four-level system simplifies data entry for event management staff and ensures minimal alterations in the event of a price change.





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, 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 alsobe used to monitor staffing resources.

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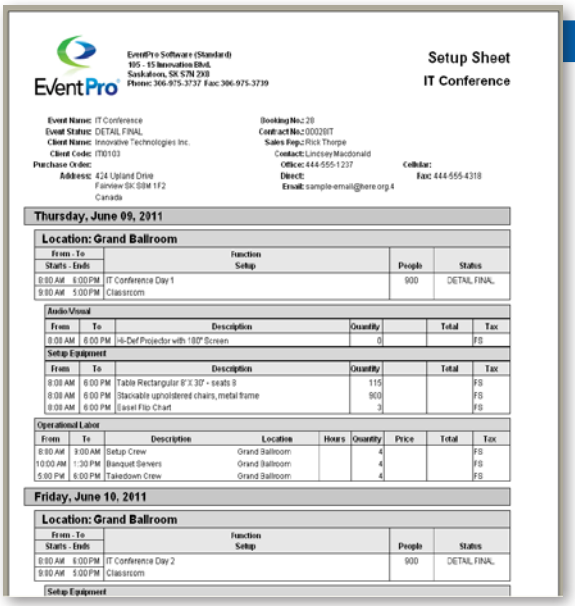

EventPro Software (Standard)
105 - 15 Innovation Blvd,
Saskatoon, SK S7N 2X8
Phone: 306-975-3737 Fax: 306-975-3739

Setup Sheet
IT Conference

Event Name: IT Conference
Event Status: DETAIL FINAL
Client Name: Innovative Technologies Inc.
Client Code: ITI0103
Purchase Order:
Address: 424 Upland Drive
Fairview SK S9M 1F2
Canada

Booking No.: 28
Contract No.: 00026IT
Sales Rep.: Rick Thorpe
Contact: Lindsey Macdonald
Office: 444-555-1237
Direct:
Email: sample-email@here.org.4
Cellular:
Fax: 444-555-4318

Thursday, June 09, 2011

Location: Grand Ballroom

From - To Starts - Ends	Function Setup	People	Status
8:00 AM 6:00 PM	IT Conference Day 1	900	DETAIL FINAL
9:00 AM 5:00 PM	Classroom		

Audio-Visual

From	To	Description	Quantity		Total	Tax
8:00 AM	6:00 PM	Hi-Def Projector with 180" Screen	0			FS

Setup Equipment

From	To	Description	Quantity		Total	Tax
8:00 AM	6:00 PM	Table Rectangular 8' X 30" - seats 8	115			FS
8:00 AM	6:00 PM	Stackable upholstered chairs, metal frame	900			FS
8:00 AM	6:00 PM	Easel Flip Chart	3			FS

Operational Labor

From	To	Description	Location	Hours	Quantity	Price	Total	Tax
8:00 AM	9:00 AM	Setup Crew	Grand Ballroom		4			FS
10:00 AM	1:30 PM	Banquet Servers	Grand Ballroom		4			FS
5:00 PM	6:00 PM	Takedown Crew	Grand Ballroom		4			FS

Friday, June 10, 2011

Location: Grand Ballroom

From - To Starts - Ends	Function Setup	People	Status
8:00 AM 6:00 PM	IT Conference Day 2	900	DETAIL FINAL
9:00 AM 5:00 PM	Classroom		

Setup Equipment

Reporting

No more searching through endless amounts of paper when using EventPro. Reports are easy to find; EventPro automatically organizes the information you enter into a variety of reports available for viewing, editing and customizing 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 - allowing for enhanced data integrity.

Optional Modules

EPWeb®

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 (A/V, setup, catering)
- search by multiple criteria
- import data - EventPro /EPWeb collaboration

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. tradeshows and career fairs) and organize and maintain booths details.

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

Task Notification Module
Scans your EventPro database looking for impending, starting and overdue actions - automatically sending notification emails to the users assigned to the action.

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

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What EventPro users 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

EventPro Competitive Upgrade Program

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

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