

EventPro<sup>®</sup>  
**TaskAssistant**  
 automation service



never miss an important  
**event detail** again

You're going about your day, planning your events and feeling great when suddenly... you realize that you forgot to do something really important. Yesterday. Oh, that sinking feeling. If only someone had reminded you!

Well, lament no more, because the automated TaskAssistant for EventPro Software will ensure that nothing falls through the cracks again.

- Stay on top of impending tasks. TaskAssistant scans EventPro looking for Actions that are upcoming, started and overdue.
- Notification emails are sent automatically. When there is a task that needs attention, EventPro will send off emails automatically to the designated user or user group. Notifications of overdue Actions can repeat at set intervals until the task is done.
- Stay in the loop and make sure tasks get done! With EventPro TaskAssistant, you can banish "We missed the deadline?!" and many more exclamations of dismay from your vocabulary forever.

part of  
**EventPro<sup>®</sup>**  
**VirtualAssistant<sup>®</sup> suite**  
 automation services for EventPro software



*Contact us today for a free demonstration*



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 and event management solution  
 for meeting room and facility rentals

call toll-free 1-866-920-7996  
 or email [sales@eventpro.net](mailto:sales@eventpro.net)