Take your event planning
to a whole new level of success

EVentPro® Software

your complete event planning and logistics solution

www.eventpro.net

Event Planner? EventPro Has You Covered

A new application is ready to take on all of your event-planning challenges. Brought to you by a 30-year veteran in scheduling software, EventPro brings you expanded functionality, improved navigation and a whole collection of new features to simplify the lives of today's busy meeting and event professionals.

Event Software Deployed YOUR Way:
On-Prem | Cloud

You can deploy EventPro the way you choose: On-Prem (desktop/network installed) or the Cloud.

We want to make everyone happy!

All EventPro applications have the same functionality, so how you access it is up to *you*.

The Features You Need!

Here is a partial list of powerful main features you'll come to rely on with EventPro!

- event templates & event copy
- event detail organization
- event budgets
- attendee management
- customized registration packages
- table & seating arrangements
- speaker assignments
- function itineraries
- flexible registration fee structure
- online registration, RSVPs & payments
- customizable layouts
- shared booking calendar
- resource/inventory management
- catering/beverage management
- staffing management

- contact & supplier management
- mail merge & letter templates
- floor plans & layouts
- automatic room rates
- tasks with automated reminders
- integrated finance
- importing to accounting software
- flexible invoice options
- integrated, detailed reporting
- customizable reports
- advanced data analysis
- attendee management
- integrated sales management & CRM tools
- online bookings & requests

There are even more features in EventPro for event planning but we can't fit them all in one brochure.
Plus, we think that seeing is believing… that's why we offer a free no-obligation demonstration of EventPro, targeted at your specific requirements. Contact us today for a free demonstration!

EVentPro®
Event and Venue Management Software

call toll-free 1-866-920-7996
or email sales@eventpro.net

Boost productivity and profits

In the competitive event planning industry, your events have to meet and exceed your clients' high expectations so that they come back, and bring more clients with them.

EventPro Software is the user-friendly solution to take your business to a new level of efficiency and organization, so you can concentrate on providing better service to your clients and attendees.

The benefits to you

Here are just a few of the benefits you will experience when switching to EventPro Software.

Centralized, consistent information

Enter information in EventPro just once - clients, suppliers, equipment, resources, venues, and more - and it will be available throughout the entire program for easy access and viewing.

Organizing event details becomes so easy! Add details to an event with a click instead of laborious and error-prone retyping.
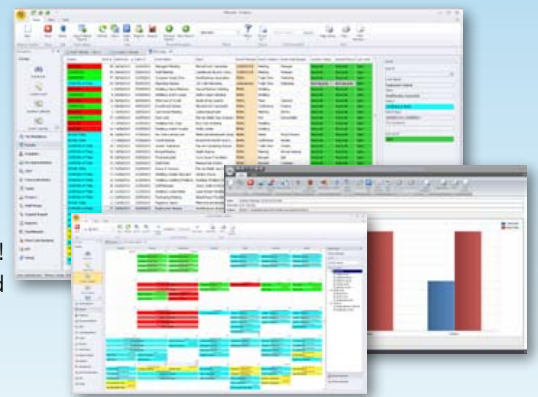
Better organization

EventPro keeps all of your event planning tools and data in one place so that you don't have to switch from application to application. The all-in-one functionality means you can organize all of your events in one integrated program.

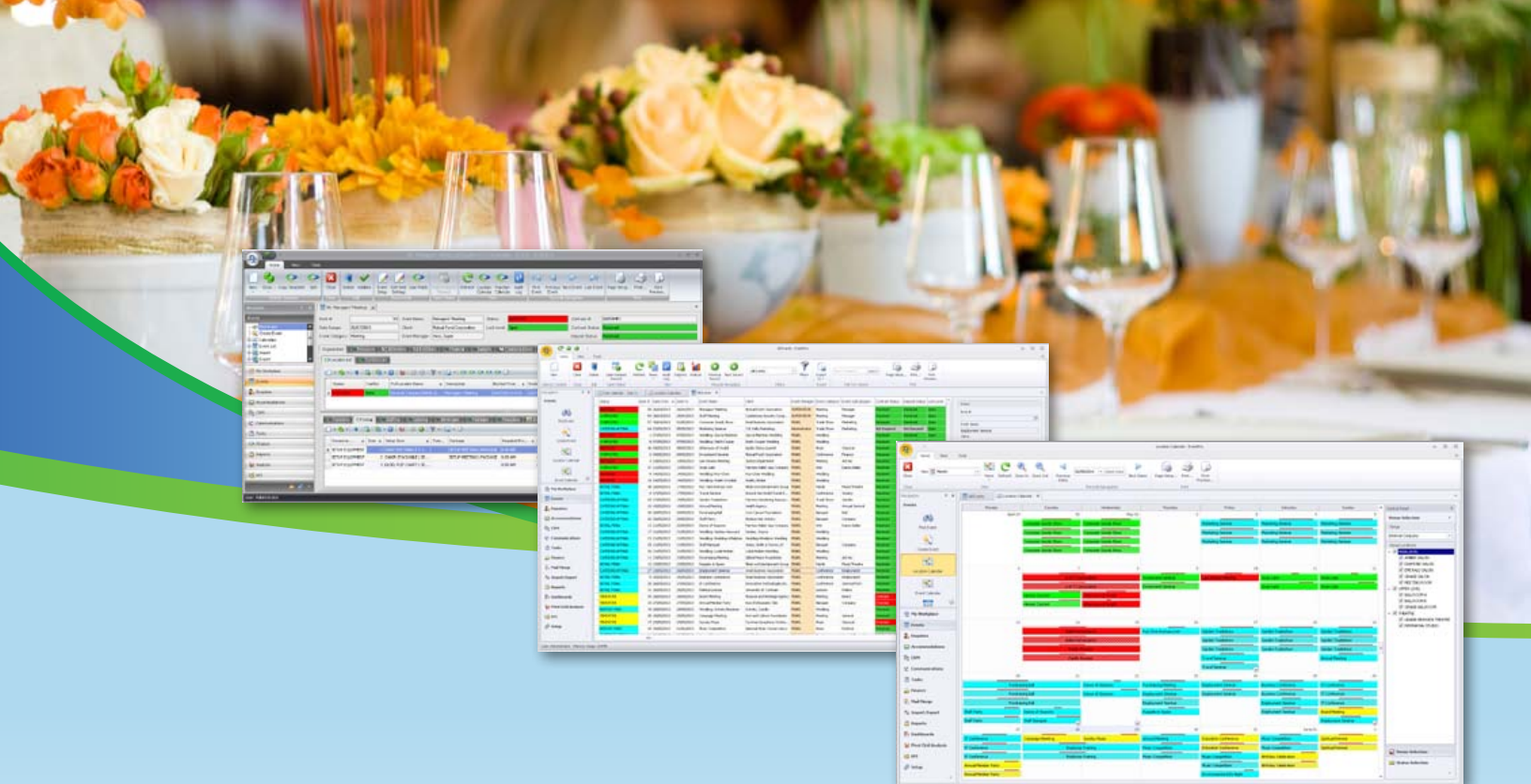### Reduced repetition - increased productivity

Don't waste valuable time and energy with repetitive work when EventPro can automate it for you. Save time and reduce data entry with your own customized Event Category Templates which allow you to instantly create detailed events with selected elements already set up.

Never retype a letter or email again with EventPro's Mail Merge and Letter Templates which allow you to merge client and attendee information into letters and mailing labels. In the Finance area, you can generate entire batches of invoices simultaneously with the built-in automated invoice generator.

Better customer service - keep them coming back

WOW your clients with total knowledge of their events and requirements. The built in Customer Relationship Management tool allows you to track all information and communications related to your clients so that you can respond to their requests with tailor-made options.

Be confident that tasks are done and deadlines are met

EventPro 's Tasks and Pop-up Reminders will ensure that you stick to your event timelines and meet your deadlines. Create a list of commonly used standard tasks and completely customize your own advanced "to-do-list" for each event - tracking the time spent on each task.

Stress-free, comprehensive detail management

Every little detail counts! EventPro's easy-to-follow Booking Wizard ensures you capture the necessary information for an event booking. The advanced detail Calendar allows you to plan every detail of an event - functions, itineraries, locations, speakers, equipment, staff, catering and much more - all with easy drag and drop organization.

Make informed decisions and work smarter

EventPro has over many detailed reports to compile all of the information you need about your events and business operations. Find long-term patterns of success and failure that you may not notice day-to-day, and use this knowledge to better allocate your time, resources and energy.

Flexibility for any event, any organization

EventPro is flexible and completely adaptable to any kind of event and any kind of client. Event categories, budgets, functions, attendee types, registration packages, task timelines, venue setup types and much more are all defined by you - customized to the needs of your business. If the many built-in fields, options and comment tabs don't cover your specific requirements, you can easily add the user-defined fields you need.

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When you need even more... Optional EventPro Modules

Every event planner is unique. That's why we have modularized EventPro Software – so you can adjust it to your needs, without paying for extra bells and whistles you won't use.

EventPro's Modules

- Event Itinerary Calendar

- Inventory Management Suite
  - Resource Management
  - Catering Management
  - Staffing Management
  - Package Management
  - Beverage Management

- Independent Modules
  - Floorplan
  - Housing
  - Sales Management
  - Task Management
  - User Defined Fields
  - DocuSign Integration
  - EventPro API

- Financial Management Suite
  - Invoices & Payments
  - Budget
  - Invoice Export

- Event Planning Suite
  - Attendee
  - Event Travel
  - Event Accommodations
  - Exhibitor

- Virtual Assistant Suite
  - Calendar Assistant
  - Change Notification Assistant
  - Task Assistant
  - Invoice Export Assistant
  - A/R Assistant
  - Event Assistant
  - Report Assistant

- Data Analysis Suite
  - Dashboard
  - KPI

- EPConnect Suite
  (website integration)
  - EPConnect Calendar
  - EPConnect Booking
  - EPConnect Sales Opportunities
  - EPConnect Attendee Online
  - EPConnect Supplier
  - EPConnect Invoice Payment

Talk to an EventPro Consultant today!

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Data Analysis

EventPro introduces a powerful duo of flexible, easy-to-use reporting tools that deliver the real-time data you need for informed decision making.

Dashboards: Instantly gather real-time data in a personalized, easy-to-read layout that allows you to quickly review current work, make comparisons, and track progress for smarter on-the-spot decisions. You can define multiple dashboards that are personalized with the easy-to-interpret visual components and graphical summaries of data you select, including charts, grids, gauges, cards, pivot tables, and more

KPIs (Key Performance Indicators): Evaluate the success of different elements in your organization using the measurements that are relevant to you. Track performance over time with rolling analysis of data, displayed in easy-to-view sparklines.

Automated Change Notifications:

Do you hear "But, I didn't know!" around the office too often? If only people were automatically notified of changes … Well, what do you know – that's exactly what EventPro's automated change notifications do! When a defined change occurs – like catering added, or new contact entered, or pretty much anything else you can think of – EventPro automatically sends a notification email to the relevant user and/or department.

EPConnect Attendee Online:

Attendee Online for EventPro is the online registration application that allows you to post EventPro events online and invite attendees to enter their own registration information. Attendees can enter contact information, select event functions, select travel & accommodations, buy merchandise, register guests, pay, and more – all online!

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Why Choose EventPro?

| **Experienced** | We aren't new to the software world! You get the benefit of our 30+ years of experience in developing and supporting event management software. |

| **Reliable** | Not only has our company been around a long time, but with average employment tenure of 8 years and counting, you'll get to know your EventPro team very well. |

| **Understanding** | We work closely with our valued, long-term clients to create feature-rich, user-friendly software that event professionals need. |

| **Development-Focused** | We don't push out flashy "new" products just for the sake of having something new for marketing. We're a development-focused company right from the top – our President is also our Lead Developer – meaning we are all about providing high-quality, useful, purpose-driven software. |

| **Responsive** | Your feedback counts! Software enhancements and new features are developed in direct response to your needs |

| **Helpful** | Need a hand? Our friendly Support experts are here to help you get the most out of your software. We don't outsource to strangers! Our dedicated, in-house Support team works right alongside Development and Sales. |

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