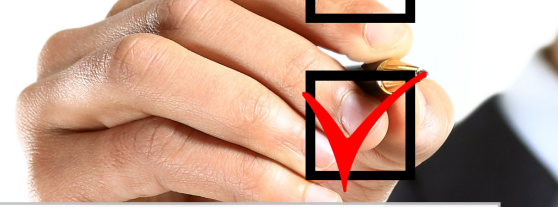


Buyer's Checklist



Features	EventPro	Other
Microsoft SQL database option (including support for all Express versions of Microsoft SQL Server), or a Microsoft Access database option for clients who don't choose or need to use Microsoft SQL Server	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Timelines & Critical Paths with Automatic Reminders and a Task Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Client Enquiry Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Venue Booking Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delivery Booking Management including delivery address management to easily create delivery reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Booking Wizards to guide you through the critical aspects of making a booking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quickly and Easily Create Repetitive Bookings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automatic Room Hire Rates that are applied when making a booking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resource, Catering, Beverage and Staffing Requirements Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Resource and Catering Packages that can be added to events in one simple step	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom Event Roles – Assign staff members to your custom event roles for each booking. Automatic task reminders can be set to be automatically assigned to the staff members assigned to the Event Roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unlimited Custom Event/Delivery Statuses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location Booking & Resource Conflict Checking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Event Templates (fully customisable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy past events to new dates (options to copy full or partial event requirements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drag & Drop events on the calendar when dates or locations change (pricing is automatically updated)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to allow your staff or clients to Book and Review Events Online (requires optional EP WebSuite)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Room Layout & Image Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automatic Invoice Creation (No mistake ridden rekeying of data to create invoices) including Batch Invoicing to create invoices for all un-invoiced events (with configurable filters) in one simple process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoice & Payment Tracking including Aged Invoicing Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Income & Expense Tracking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tracking of Suppliers & Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract & Deposit Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advanced CRM & Marketing Tools including mail merge functionality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full Client Event & Communication History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Source of Business Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Room Utilisation Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendee Management Including Event and Communication History	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendee Registration Management; including online registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendee Requirements Management (with Dietary Requirements) including batch attendee invoicing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Booth & Exhibitor Management including invoice and payment management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accommodation Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import contacts and attendees from Excel/CSV and Export Data to Various File Formats including Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective Date Pricing - Change your prices in advance so that advance bookings get the prices that relate to the date range (Effective Date Price) of each location and resource within each booking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email directly from within the system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unlimited number of Letter Templates (Form Letters) that are easily loaded into the body of your emails	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import emails from Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform Mail Merges to Contacts & Attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exports invoices to various accounting packages including MYOB, Quickbooks, SUN & various others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive event, finance & management reporting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reception/Lobby Display Mode	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive User Rights Settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-Built Report Writing Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Industry Standard (18%) Support Fee Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support INCLUDES access to all future software upgrades and most custom reporting requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>