



ESSENTIAL FEATURES	EventPro Planner	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	✓	
Booking Wizards to guide you through the critical aspects of making a booking	✓	
Event Timelines & Critical Paths with Automatic Reminders and personal Task Calendars for each user	✓	
Event Templates (fully customisable)	✓	
Quickly and Easily Create Repetitive Bookings	✓	
Copy past events to new dates (options to copy full or partial event requirements)	✓	
Drag & Drop events on the graphical booking calendar when dates change	✓	
Drag & Drop Venues, Functions, Resources & Attendee Assignments to quickly & easily organise your event	✓	
Advanced Function Itinerary Management	✓	
Unlimited Custom Event, Attendee & Exhibitor Statuses to clearly track progression	✓	
Resource, Catering, Beverage, Staffing & Booth Requirements Management (including conflict checking)	✓	
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	✓	
Contract & Deposit Management with the ability to track & report on when contracts and deposits are due & when they're completed	✓	
Negotiation Recording (to record the discounted rates you negotiated with your suppliers)	✓	
Automatic Invoice Creation (No mistake ridden rekeying of data to create invoices) including Batch Invoicing to create invoices for all un-invoiced events, attendees & exhibitors in one simple process	✓	
Invoice & Payment Tracking including Aged Invoicing Reports	✓	
Income & Expense Management & Reporting	✓	
Full Event Budgets and associated Budget Reports	✓	
Supplier & Order Management	✓	
Advanced CRM & Marketing Tools including mail merge functionality	✓	
Full Client, Attendee & Exhibitor Event & Communication History	✓	
Attendee Management	✓	
Attendee Registration Management (Including Attendee Type Rates & Multi-Level Early Bird Rates)	✓	
Attendee Requirements Management (with Dietary Requirements)	✓	
Online Attendee Registration (optional Attendee Online Module) - Powerful but Quick & Easy to Configure	✓	
Ability to quickly and easily import Attendees from Contacts or Past Events using advanced filtering options	✓	
System Generated Attendee Itineraries can be mail merged to your attendees in one simple process	✓	
Function Table & Seating Management (Drag & Drop Attendees onto the selected tables & seats)	✓	
Booth & Exhibitor Management including Invoice and Payment Management	✓	
Travel & Accommodation Management (Including Reservation Management)	✓	
Extensive Hotel & Venue Details & Grading Management	✓	
Add Venue & Bookable Room details to the database once to quickly & easily use them for all future events	✓	
Import contacts and attendees from Excel/CSV and Export Data to Various File Formats including Excel	✓	
Email directly from within the system & Import reply emails from Outlook	✓	
Unlimited number of Letter Templates (Form Letters) that are easily loaded into the body of your emails	✓	
Perform Mail Merges to Contacts & Attendees for Marketing, Invitation & Information purposes	✓	
Exports invoices to various accounting packages including MYOB, QuickBooks, SUN & various others	✓	
Extensive event, finance & management reporting (over 90 system standard reports)	✓	
In-Built Report Writing Tool	✓	
Automation Service - Be informed via email when vital tasks are due to start and/or when they're overdue	✓	
Extensive User Rights Settings	✓	
Access to support from 3 branch offices that cover all time zones	✓	
Industry Standard (18%) Support Fee Structure	✓	
Two major upgrades released every year	✓	
Support INCLUDES access to all future software upgrades and most custom reporting requirements	✓	

*Please note that this isn't a full EventPro feature list. If there are features vital to your organisation that aren't listed, please call to ask about them.