



VenuMax™



DATA SHEET

# Event Quotes, Orders and Booking

Streamline, simplify, automate and cut overhead from all aspects of quoting and booking events. Help returning customers plan the perfect event.

## SIMPLIFY THE MOST IMPORTANT FUNCTIONS OF BOOKING EVENTS

- **Event quoting and ordering.** Leverage an abundance of features for simplifying quoting and orders – including a graphical workflow engine, powerful rules for contract setup and defaulting, a library of predefined templates, and the best searching and drill down tools the event industry has ever seen.
- **Workflow and automation.** Set multiple approval limits to appropriately involve venue executive management. Fire off automatic emails to obtain customer approval. Impress customers with fast, efficient communications and electronic signatures.
- **Event profitability.** Make sure you get competitive rates for your venue’s facilities – then leverage your higher margin add-ons effectively. For more difficult cost-management services like food services, audio/visual, and information technology, keep accurate indirect and direct cost records to help achieve profit goals as you formulate your event quote and expected revenue.

## STAFFING AND STAFF PLANNING

Prior to each event, make sure that your event staffing needs are adequately met with qualified, hired help. Use the “Staffing Call” feature to broadcast to staffing needs for an upcoming event.

## KEY BENEFITS

### FULL CRM INTEGRATION

- Turn contacts into customers
- Turn opportunities into event quotes
- Automate sales commission calculations

### TURN QUOTES INTO ORDERS

- Send multiple quotes by copying an entire quote using the document copy/paste feature
- Turn a quote into a booked contract with one click
- Easily make changes needed to finalize the customer contract
- Automatically log changes made during contract finalization

### “RESERVATION-LESS” RESERVATIONS

- Create reservations without clicking anything
- Receive immediate feedback on overbooking or space availability
- Quickly find alternative rooms to resolve availability issues

The screenshot displays the VenuMax software interface. On the left is a navigation sidebar with icons for Favorites, Data Views, Bookings, Event Management, Receivables, Purchases, Payables, Finance, Inventory, and Sales Orders. The main content area is divided into several sections:

- Bookings:** A 'WEEKLY VENUE SCHEDULE' table showing facility availability from Monday to Sunday. Facilities include Ballroom A, Ballroom B, Lobby for Banquet A or B, Gazebo, Hospitality Suite - Meeting Rooms, Meeting Room 2nd Floor A, etc.
- OPEN EVENT QUOTES:** A table with columns for Order, Start Date, Atte Descr, and Customer. It lists several quotes with their respective details.
- ATTENDANCE VIEW:** A table with columns for Order, Date, and Attenc Event. It shows attendance figures for various events.
- CRM SALES PIPELINE (X \$1,000):** A funnel chart showing the progression of sales from 'Deve' to 'Nurtu', 'Proof', 'Prost', 'Quali', and 'Won' across different months from 2021-07 to 2022-02.
- UPCOMING ATTENDANCE:** A bar chart showing attendance figures for specific dates, with a highlighted bar for 8/12/2021 at 6:00 PM with a value of 104,000.



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## APPLICATION FEATURES AND CAPABILITIES

### Fully Web Based

Run anywhere on any device – supported on popular browsers for PC, Apple, tablet and mobile.

### Intuitive and Easy to Understand

Enjoy a design that supports a simple, intuitive flow for event contract setup, modification, and completion.

### Fully Integrated with Standard Acumatica

Leverage the underlying Acumatica software for effective inventory management, taxation, customer maintenance and salesperson commissions.

### Monitor Venue Calendar

Explore all aspects of your venue's calendar of pending events using half a dozen views to display and drill down into upcoming events.

### Simplify Event Orders with Kits

Use the kit feature to organize commonly ordered collections of things – for example, bundle table, chairs and dinner settings into a "dinner kit".

### Modify Quoting and Order Workflows

Use the embedded workflow engine to make simple changes to predefined work flows for event quoting, event orders and approvals.

### Manage Staffing for Large Events

Assign department staff to specific event items and give department heads a flexible picture of next week's workload.

## ADVANTAGES

VenuMax Event Quoting and Ordering is packed full of best-in-class features. Here's a few of the many advantages you'll find.

### BEST TECHNOLOGY TOOLS EVER SEEN

You will not believe the depth and capabilities of the software tools bundled into each license – all at **NO additional license fees!** Here's a partial list:

- Role-based user security
- Web services API
- Screen customization tool
- Custom inquiry tool
- Dashboard management tool
- Report writer
- Pivot table tool
- Workflow management tool

### DESIGN TASK LISTS

Standardize procedures for everything from table setting to parking management. Set up reminders to keep team leads and team members aware of outstanding items they are responsible for.

### CUSTOMIZE EMAILS

Create customer-facing emails that make an impression. Use the workflow engine to automatically send them and attach a copy to each order or quote.

### FREE MOBILE USERS

Enjoy mobile access to many system functions. Use the **FREE** mobile app to add as many mobile users as you see fit. Choose from the dozens of predefined screens provided. Or customize your own using the mobile toolkit.

Facility	Description	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Sun 7/18
MR2A	Meeting Room 2nd Floor A	13:00 - 17:00 ARM Convention - Hospitality House	13:00 - 17:00 ARM Convention - Hospitality House	13:00 - 17:00 ARM Convention - Hospitality House	13:00 - 17:00 ARM Convention - Hospitality House			
5MBALL	Small Ballroom 3rd Floor					18:00 - 22:00 ARM Convention - Hospitality House		
GAZER0	Gazebo			14:00 - 18:00 Shadley-Burbank Wedding - Ruby Shadley				
BANQH10003	Conventions/Events - Ballroom A			8:00 - 17:00 Annual member conference - Innovation Arts and Entertainment	8:00 - 17:00 Annual member conference - Innovation Arts and Entertainment	8:00 - 17:00 Annual member conference - Innovation Arts and Entertainment	8:00 - 17:00 Annual member conference - Innovation Arts and Entertainment	8:00 - 17:00 Annual member conference - Innovation Arts and Entertainment
BANQH0001	Lobby Space for Banquet A or B			all day Annual member conference - Innovation Arts and Entertainment	all day Annual member conference - Innovation Arts and Entertainment	all day Annual member conference - Innovation Arts and Entertainment	all day Annual member conference - Innovation Arts and Entertainment	all day Annual member conference - Innovation Arts and Entertainment