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Event & Delegate Management BluePrint

Purpose of the BluePrint

To provide event management for workshops, user events and seminars

Features

Event Registration (Via Web)

- Includes counters for availability
- Web Pages for Internal staff to Book event on behalf of customer
- Web Pages for Customer to Book event
- Web page for 3rd party to Book event on behalf of customer

Event De Registration (Via Web)

- Web Pages for Internal staff to de-Book event on behalf of customer
- Web Pages for Customer to de-Book event
- Web page for 3rd party to de-Book event on behalf of customer

Event Confirmation

- By Web, Email & Print based on preference selection

Event Requirements page

- Hotel, Food, Smoking/Non Smoking

Event Follow up survey

- By Email & Web

Reminder by Email, Fax or SMS of Event starting

Collateral Fulfilment for Event

- Via Email
- Location & Hotel information
- Agenda

Export of customer details for Invoice generation

Event Attendance Page (Confirmation of event attendance)

Contents of BluePrint Package

BluePrint for version 4.2 of Pivotal MarketFirst

Event Planning guide for using Blueprint

RRP

£1500 + VAT without customization

Quote + VAT with customization & Integration

Make Great Marketing Together
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