



ESSENTIAL 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	✓	
Event Timelines & Critical Paths with Automatic Reminders and a Task Calendar	✓	
Client Enquiry Management	✓	
Venue Booking Management	✓	
Delivery Booking Management including delivery address management to easily create delivery reports	✓	
Booking Wizards to guide you through the critical aspects of making a booking	✓	
Quickly and Easily Create Repetitive Bookings	✓	
Automatic Room Hire Rates that are applied when making a booking	✓	
Resource, Catering, Beverage and Staffing Requirements Management	✓	
Event Resource and Catering Packages that can be added to events in one simple step	✓	
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	✓	
Unlimited Custom Event/Delivery Statuses	✓	
Location Booking & Resource Conflict Checking	✓	
Event Templates (fully customisable)	✓	
Copy past events to new dates (options to copy full or partial event requirements)	✓	
Drag & Drop events on the calendar when dates or locations change (pricing is automatically updated)	✓	
Ability to allow your staff or clients to Book and Review Events Online (requires optional EPWeb Module)	✓	
Room Layout & Image Management	✓	
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	✓	
Invoice & Payment Tracking including Aged Invoicing Reports	✓	
Income & Expense Tracking	✓	
Contract & Deposit Management	✓	
Advanced CRM & Marketing Tools including mail merge functionality	✓	
Full Client Event & Communication History	✓	
Source of Business Analysis	✓	
Room Utilisation Analysis	✓	
Attendee Management Including Event and Communication History	✓	
Attendee Registration Management	✓	
Attendee Requirements Management (with Dietary Requirements) including batch attendee invoicing	✓	
Booth & Exhibitor Management including invoice and payment management	✓	
Accommodation Management	✓	
Import contacts and attendees from Excel/CSV and Export Data to Various File Formats including Excel	✓	
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	✓	
Email directly from within the system	✓	
Unlimited number of Letter Templates (Form Letters) that are easily loaded into the body of your emails	✓	
Import emails from Outlook	✓	
Perform Mail Merges to Contacts & Attendees	✓	
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	✓	
Reception/Lobby Display Mode	✓	
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.