

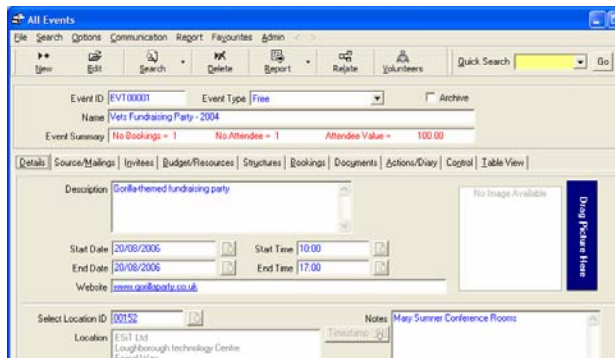
Purpose:

- track bookings
- manage event income
- track costs and resources
- delegate lists and name badges
- structure events into hierarchy of sessions
- record sponsorship
- set actions on colleagues to help with organisation

events management

thankQ's **Events** module allows you to configure your event on the system so that it appears exactly as you want to see it. An event can be subdivided into a hierarchy of sessions, for example, representing each day or specific seminars.

Against each session maximum and minimum quantities of attendees can be set. Structures such as dining tables, or seating plans can be defined, and each attendee placed against the appropriate item, alongside any other resources or costs that are identified.



thankQ's Event Details form

bookings and allocation

A simple interface allows bookings to be rapidly entered into the system. As each booking is taken, the quantity of available places is automatically adjusted.

Specific details and any special requirements for the attendees can also be noted (e.g. dietary requirements). If relevant, payment information is entered and any outstanding amount held in the database in the same way as a pledge. So, as payment is received, it can be added to the system in the same way as donations.

Booking Date	Status	Serial No	Keyname	Firstname (S)	Title	Places	Cost	Paid
21-09-2004	Booked	000002	Willcocks Household			1	0.00	
21-09-2004	Booked	000002	Willcocks Household			1	35.00	
21-09-2004	Booked	094800	Goodier Household			1	35.00	
21-09-2004	Booked	002026	Meakins Household			1	35.00	
21-09-2004	Booked	004093	Daves	Anna	Miss	1	35.00	
21-09-2004	Booked	000020	Hansen	Barbara	Miss	1	35.00	
21-09-2004	Booked	000110	Gooch	Emma	Miss	1	35.00	
21-09-2004	Booked	000019	Morris	Jane	Miss	1	35.00	

thankQ's Event booking information

action manager

The **Action Manager** module, integrated with all the modules within thankQ, is used hand in hand with the **Events** module. This enables you to assign tasks to other users throughout the organisation of an event. Your colleagues will be prompted with a task list of their actions, deadlines and overdue reminders. The actions can also be viewed in the Event Relationship Tree so that they can be easily tracked by event administrators.

reporting

In addition to the normal user-defined searching and reporting options available within thankQ, specific options are included in the **Events** module to output:

- Delegate Lists and Name Badges
- Meal Requirements
- Overdue Payment Letters
- Confirmation Letters
- Tickets