



# ***EVENT MANAGEMENT MODULE***

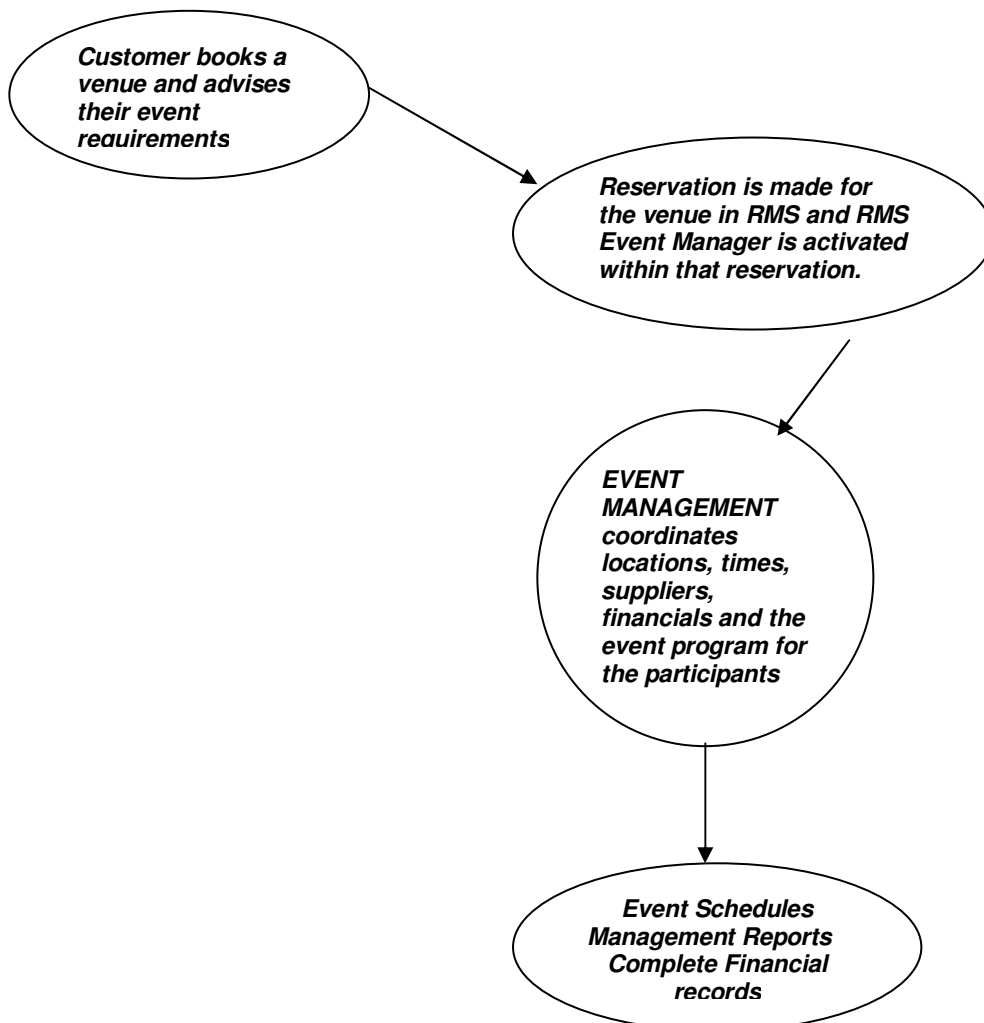
## ***Product outline***

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## ***RMS Event Management:***

The RMS Event Management module is totally integrated within RMS, providing seamless management of clients, bookings and events. All the features of RMS including Form Letters, Mail Merge, Email transmissions, Accounts and Reports are able to be used to assist with the management of events.

Additional Event Management features such as task assignment, budget and actual cost recording, advice to suppliers and a series of purpose built reports provide complete management requirements for construction and control of all types of events.







**Sample Event Order report:**

<i>RMS City Council</i>		<b>Event Order</b>	
<b>Great Meeting</b>			
<b>Wednesday, January 29, 2003</b>			
<b>Client:</b> Frank Martis	<b>Contact:</b>	<b>Bill To:</b> Frank Martis	
<b>Event Summary</b>			
Event Start: Wednesday, January 29, 2003	Attendance: 200	Event Type:	
Event ID: 63171	Key Pickup:		
Venue: Wonga Park Hall			
<b>Event Schedule</b>			
This is a combination of meeting and celebration. The morning will be meetings with entertainment taking over at lunch. The State Governor, Sir Inat Luchakot will arrive at 2.00pm to present awards.			
<b>Internal</b>			
<b>Caretaker</b>	Time: 07:00:00 - 09:00:00	Unit: Wonga/Park H	Pos: 200
06:45 - 07:00	Unlock hall		
06:45 - 07:00	Clean Hall and Entry		
07:00 - 07:45	Set Up Tables and Chairs		
20:30 - 21:00	Lock hall		
<b>Entertainment</b>			
<b>Acme Talent Agency</b>	Time: 07:00:00 - 09:00:00	Unit: Wonga/Park H	Pos: 200
09:00 - 17:00	Compe: All PA announcements and introductions from sheet of speakers provided		
	Entertainment @ \$300.00		
12:30 - 16:00	Background music at lunch		
	45 minute swing dance session from 3.00pm		
	Conference entertainment @ \$2,500.00		
<b>Catering</b>			
<b>Gourmet Treats</b>	Time: 07:00:00 - 09:00:00	Unit: Wonga/Park H	Pos: 200
12:30 - 14:00	Lunch: \$25.00 per head		
	Soup, choice of two		
	Main Course:		
	50% Roast Chicken and vegetables		
	50% Roast Beef and salad		
	10 vegetables, served on request		
	Dessert: Cheesecake and fresh cream		
	Tea and coffee		
	Catering, Lunch x 200 @ \$25.00		
10:00 - 10:30	Morning Tea		
	Tea, Coffee and cold water		
	Fresh cake selection		
	Biscuits		
	China crockery and two self serve points in the foyer		
	Catering, Morning Tea x 200 @ \$10.00		

Event reports can be sorted by Service Provider, Task Group or Chronologically. Run Sheet reports are used for tasks performed by an organisation's internal staff and usually not charged separately.

An Event Footer can be incorporated in these reports and is used to record client signature authorising the event costings.



**Sample Profit and Loss Statement:**

This report is available for each event.

Note: Should Actual cost vary from Budget, %var calculations will be shown.

Costs will equal Revenue unless a mark up has been applied.

<i>RMS City Council</i>							
<b>Great Meeting - P/L Statement</b>							
<b>Date of Report</b> 24-Jan-03 10:34:29							
Charges	COSTS			REVENUE			% of Total Charges
	Budget	Actual	% Var	Budget	Actual	% Var	
<b>Entertainment</b>							
Comperes: All PA announcements and introductions	\$300.00	\$300.00	0.00 %	\$300.00	\$300.00	0.00 %	3.02 %
Background music at lunch	\$2,500.00	\$2,500.00	0.00 %	\$2,500.00	\$2,500.00	0.00 %	25.13 %
Lunch: \$25.00 per head	\$5,000.00	\$5,150.00	0.00 %	\$5,000.00	\$5,150.00	0.00 %	51.76 %
Morning Tea	\$2,000.00	\$2,000.00	0.00 %	\$2,000.00	\$2,000.00	0.00 %	20.10 %
<b>Total:</b>	<b>\$9,800.00</b>	<b>\$9,950.00</b>	<b>1.53 %</b>	<b>\$9,800.00</b>	<b>\$9,950.00</b>	<b>1.53 %</b>	
<b>Grand Total:</b>	<b>\$9,800.00</b>	<b>\$9,950.00</b>	<b>1.53 %</b>	<b>\$9,800.00</b>	<b>\$9,950.00</b>	<b>1.53 %</b>	
<b>Event Profit/Loss</b>		<b>Actual</b>		<b>Budget</b>		<b>% Var</b>	
		<b>\$0.00</b>		<b>\$0.00</b>		<b>0.00%</b>	



**Sample Costs Report:**

<i>RMS City Council</i>		<b>Estimated Operational Costs</b>	
<b>Great Meeting</b>			
Wednesday, January 29, 2003			
<b>Client</b> Frank Martin	<b>Event Manager</b> Heidi Wegner (President)	<b>Floor Manager</b> Al Goodfellow (President)	
	Phone: 9846 1048 Mobile: Fax: Email:	Phone: 9898 3129 Mobile: Fax: Email:	
<b>Event Summary</b>			
Move In:	29-Jan-03	Event Start:	29-Jan-03
Move Out:	29-Jan-03	Event Finish:	29-Jan-03
Costing:	\$9,800.00	Attendance:	200
Venue:	Wonga Park Hall	Event ID:	63171
			Key Pickup
<b>Operational Instructions</b>			
<b>Acme Talent Agency</b>			
<b>Entertainment</b>			
Complete: All PA announcements and introductions from speakers provided			
	Entertainment @ \$300.00		\$300.00
			\$300.00
			\$300.00
<b>Big Band</b>			
<b>Entertainment</b>			
Background music at lunch 45 minute swing dance session from 3:00pm Conference entertainment @ \$2,500.00			
			\$2,500.00
			\$2,500.00
			\$2,500.00
<b>Gourmet Treats</b>			
<b>Catering</b>			
Morning Tea Tea, Coffee and cold water Fresh cake selection Biscuits China crockery and two self service points in the foyer			
	Catering, Morning Tea x 200 @ \$10.00		\$2,000.00
	Catering, Lunch x 200 @ \$25.00		\$5,000.00
			\$7,000.00
			\$7,000.00

Financial reports may be constructed using Budget, Actual or Final costs and can be sorted by Service Provider or Task grouping.



## ***The Event Management module provides:***

Event Order with:

- Service Providers (who)
- Tasks (what)
- Task times (when)
- Task costs, budget and actual (how much)
- Task grouping (with whom)

Daily Event Summary

-Highlights the main events of each day

Service Provider memo

- Informs providers of the goods/services they are to supply

Reports

Estimated Operating Costs (Uses Budget figures), with multiple sort options

Final Operating Costs (Uses Actual figures), with multiple sort options

Event Schedule, with multiple sort options

Event Schedule (Run Sheet Only), with multiple sort options

Chronological List of Tasks

Event Revenue Report

P/L Statement

Close off of Budget Costs

Allocation of final costs to the client account

### **SELECTIVE USE OF EVENT FEATURES**

RMS Event Management is designed to be flexible and applicable to a wide range of applications – its full power is realised when all features are used however it is possible to decide not to use some features yet retain functionality.

It must be appreciated that certain reports will not be relevant if some data has been omitted. For example, a decision to not enter times will render the Chronological List irrelevant, or if costs were not entered the range of financial reports would not apply.

Time and effort can be managed by using a past event schedule. Similar events in the past may be copied to the current reservation, with all dates automatically updated. Additional tasks may be added and the event edited as required.

Events can be involved and costly to administer. RMS Event Manager is designed to meet organisations' needs to provide efficient administration of events. We will be pleased to arrange a demonstration to fully present the features of the system and answer any questions you may have.