



# venue manager

The effective way to manage your venues and events

Conferences

Meetings

Training Courses

Seminars

Events

Receptions

Product Launches

venue manager takes the hard work out of event planning and organising

venue manager

here to help

# venue manager

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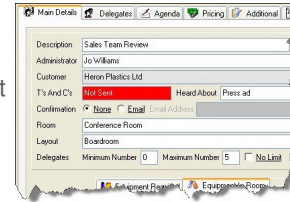
## venue manager

is the cost effective solution for venue management from Jalco Software Ltd

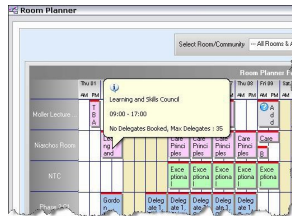


### Booking

is straightforward and easy with venue manager. Contact and availability details can be checked with one click. Rooms and required layouts, together with any equipment required can be confirmed and details sent direct to clients, via email, fax or post. Terms and Conditions can be sent for new customers. Delegate details can be confirmed at time of booking or added later.



### The Planner



gives you an instant view of availability and shows all confirmed, planned and pencilled in courses and events. Double clicking on any item will show you all the detail behind the booking. Events can also be displayed in individual or group diaries, and alerts sent to designated individuals. All the information you need is just a click away.

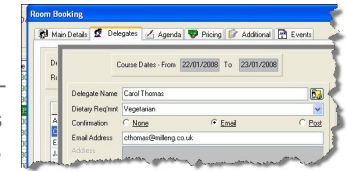
### Resources

are quickly and easily set up. Rooms can have layouts and capacities defined as well as fixed and floating resources, pricing tables and daily availability. Equipment can be linked to a room or floating and can be flagged as active or inactive. Owners, administrators and managers can be assigned for both rooms and resources.



### Catering

you can use both internal and external caterers. Create detailed and costed menus and menu items. Schedule service times for refreshments and meal breaks. Produce costed requirement reports to send to suppliers. Record any special dietary requirements for delegates and visitors.

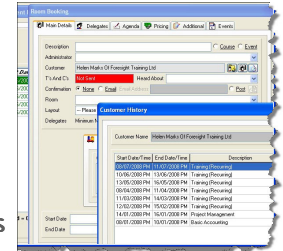


### Accommodation

If you provide accommodation as part of your package, venue manager can take care of that too. Any extras and sundries can also be recorded and charged to the individual delegate or visitor or their company as required.

### Keep in touch

Using venue manager's powerful CRM facility you can easily keep track of all your customers and which events they have attended or sent delegates to. Then it's easy to keep them updated with all the latest news and information using venue manager's letters templates.



As well as taking care of all the bookings for you, venue manager is also a powerful marketing tool in its own right.



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## We've got it all covered



venue manager has been developed to allow you to concentrate your efforts on that most important part of the job... making sure that your visitors have a pleasurable and productive experience

and will want to use your facilities again, and more importantly will give positive recommendations to their colleagues and friends.

Designed so that you can be confident that your rooms will always be ready and equipment, refreshments, speakers and delegates will all be in the right place at the right time, venue manager helps you get the most out of your available resources.

And because we all know that our customers are the most important part of our business, venue manager comes with its own powerful CRM module to allow you to automatically generate mailshots to send to your customers by letter or email to proactively promote and market your facilities and to create follow ups and activity logs so your staff always have the latest information to hand.

## See for yourself

Don't take our word for it... contact Ravensfield now to arrange your own on-site demonstration

**Call 01379 855096**

**or email [info@ravensfield.co.uk](mailto:info@ravensfield.co.uk)**

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is part of the Aladesc family of customer relationship and facilities management solutions

### contact manager

Customer relationship and contact management

### venue manager

Event management and resource planning

### time manager

Time and attendance recording

To book your venue manager demonstration or find out more, contact us now:

## Ravensfield

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## Features

Feature rich yet surprisingly easy to use, venue manager provides everything you need to manage your meeting rooms, equipment, resources and delegates.

- **Planner** At a glance summary of all confirmed, planned, provisional and recurring bookings with drill down to detail level
- **Flexible Setup** User defined setup for rooms, layouts, equipment and resources
- **Actions** Create automatic reminders for individuals or groups of people
- **Agendas** Create your own speaker lists with agendas and time slots
- **Catering** Define internal and external caterers, with detailed and costed menus and menu items, including special dietary requirements
- **Accommodation** If you offer accommodation, you can book it as part of delegate registration
- **Extras** Book costed extras, newspapers, faxes, taxis etc.
- **Letter Templates** Set up templates for all your standard letters. Print visitor name badges
- **Reports** Detailed and summary financial, catering and usage reports
- **Contact Management** Don't lose track of your customers. Built-in CRM keeps you in touch to get repeat business
- **Secure** Control each user's access rights