



P R E S E N T S

# Online Event Planner

**MEETINGS    CONFERENCES    TRAINING EVENTS**

Plan, Coordinate, Organize and Manage every event with Servue Comprehensive Web-Based Event Management Tool

## PLANNING

- Room Location
- Maximum Capacity Planning
- Number of Participants
- Room Configuration
- Audio/Visual Requirements
- Network Requirements
- Time Schedule
- Event Title
- Event Subject
- Contact Information

## REPORTS

- Daily, Monthly, Weekly Meeting Minutes
- Attendance Report
- Attendies Credits

## ADMINISTRATION

- Room Layout & Location
- Associated Fees
- Equipment Availability
- Approval Process
- Data Logs

## REGISTRATION

- Attendee Registration Form
- Confirmation Email
- Attendance Log
- Reminder Notice
- Online Evaluation Forms

Agency:   Early Head Start	21	2	December 2007			
Center:   Grandview - DHS	22	Sun	Mon	Tue	Wed	Thu
Class:   Grandview DHS Caseload	23	25	26	27	28	29
Days:   MTWTF	24	3	4	5	6	
Hours:   -	25	9	10	11	12	13
	26	14	15	16	17	18
	27	19	20	21	22	23
	28	24	25	26	27	28
	29	30	31	1	2	3

Day	Week	Sunday, December 02, 2007	Monday, December 03, 2007	Tuesday, December 04, 2007	Wednesday, December 05, 2007	Thursday, December 06, 2007	Friday, December 07, 2007	Saturday, December 08, 2007
9:00 AM								
9:30 AM			act Log Activities					
10:00 AM				Build a Team		FF Safety		
10:30 AM								
11:00 AM			Math, etc 2					
11:30 AM					FF Birthdays			
12:00 PM								
12:30 PM								
1:00 PM								
1:30 PM								
2:00 PM								
2:30 PM								
3:00 PM								

*Integrated with SERVUE Solutions Data Management Software*

*Web-based, Easy to use & Affordable!*

CONTACT **SERVUE** TODAY:

(818) 386-1081

**A better idea for all your Database Management tools!**