

# EventOFFICE

## EventOFFICE MARKETING MEDIA RELEASE

For immediate release

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### An event without panic? It CAN be done!

Whether you're organising a gala event for 1000, red carpet arrivals, award night, conference or product launch for 40, let EventOFFICE help and simplify your time-consuming event booking, registration and administration processes.

The brilliance of EventOFFICE is in its simplicity. In just three easy steps you can register your event and start receiving RSVPs and payments. Or if you're too busy to even do that, just send a copy of your event ticket to EventOFFICE and they'll take care of it for you.

Designed by event managers for event managers, the internet-based facility has been specifically created to help reduce the administration time involved in these processes, leaving you free to focus on the finer details of creating a memorable event.

EventOFFICE can be used for functions that involve payment, or simply a guest-list. Whatever your event, there are a number of options to meet your operational and budgetary needs.

Put simply, after you've set up your on-line Event Registration Form and sent out invitations, guests respond via an email or web link, leading them directly to your page.

For large events, EventOFFICE handles table sales, acknowledgements and payment receipts, table allocations, individual menu selections, guest names and name tag production. It's the assistant you've never been able to have!

A key feature of the facility is that bookings can be made for entire tables or individual seats without guest names having to be provided at the time of booking. Once a booking is made, each person is provided with a system login in order that they can provide and edit guest details.

You can watch your guest list being populated on-screen, in real time, anywhere, at any time of the day and prior to the event, simply download your final guest list to create an official entry list, name tags and place cards.

Credit cards are securely accepted on-line with the choice of linking back to your site to process payments using your merchant facility, or use EventOFFICE's fully automated payment gateway, with staggered or lump sum transfers.

To date, EventOFFICE has managed registrations for 30,000+ guests across 2,500+ events, with zero headaches. So confident are they about their service there is a customer satisfaction guarantee and a trial offer so you can give it a test run – you won't believe how easy yet comprehensive it is.

Feel relaxed, confident and in control of your event registration processes. Log on to [www.eventoffice.com.au](http://www.eventoffice.com.au) to see how you can banish event panic forever.

