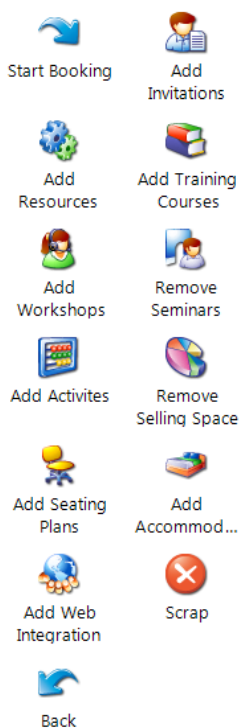




## thankQ events

### tailored event design

Not for profit organisations use thankQ events functionality to manage activities ranging from fundraising dinners and balls to training courses and workshops. Whatever the nature of the event, thankQ provides the tools to design, plan and manage it to a successful conclusion, including options to set up and manage:



- paid and free events
- sponsorship
- invitations
- training courses, workshops and seminars
- accommodation
- seating plans
- exhibition space
- volunteer management
- web integration

Once the event has been set up, users are led through the booking process including:

- booking of multiple attendees
- capture of special requirements
- handling additional payment (donation)
- invoicing

### attendees and delegates

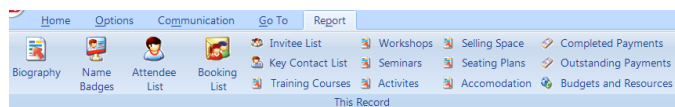
For all events, different attendee types are defined, with provision for different costs and availability of each type of place, for example, to maintain adult to child ratios.

As bookings are taken, the user can choose whether to select the attendees from the main database, simply enter their name against the event or leave their name blank.

As part of the set up of the event, different structures – for example, rooms, tables or stand space – are allocated a capacity. As each attendee is booked onto the event, they can be allocated to a structure, and the availability automatically adjusted accordingly.

### volunteer management

For many organisations, volunteers are an essential part of running events. The thankQ CRM module enables the recording of each volunteer’s skills and qualifications, and includes a workflow process to manage them through CRB checks. Their availability is also held and this combination of



information can be used to find the right volunteers for your event.

### reporting and management

The Events module includes a wide range of reports and outputs ranging from name badges and dietary requirements for use on the day to outstanding payment and budget reports for analysis before and after the event.

### web integration

For organisations who implement one of thankQ’s web solutions, the availability of an event online can be seamlessly driven from thankQ. Event organisers are able to publish a description of the event and different rates for different types of attendee.