

# CHASER: VENUE

## Event Management System



Accommodation  
& Web Modules  
Available



velvet  
SOFTWARE

# CHASER:VENUE

Chaser VENUE, the complete solution in event management.

Used internationally, Chaser VENUE leads with its intuitive and user friendly interface.

## Booking Calendar

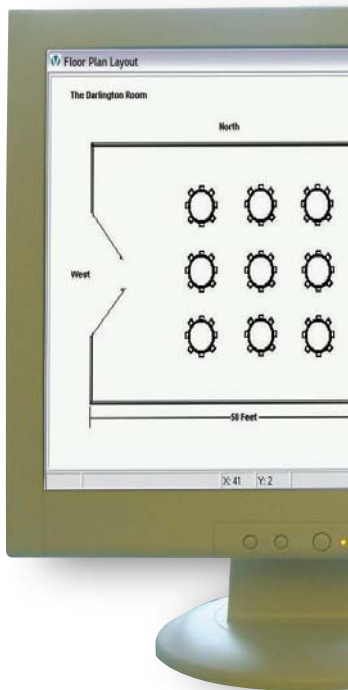
Chaser VENUE's graphical Booking Calendar offers a choice of Day, Week, Month and Year views. The user definable colour coded statuses show which rooms are booked and the status of each. A quick reference of event names, times and statuses are shown at the top of the booking grid or in a drop down box when a cell is highlighted with the mouse.

## Booking Wizard

Eliminate errors! Chaser VENUE is the only event management software with a "wizard" to guide the user through the booking process and therefore ensures that nothing is overlooked. Creating single or repetitive bookings is easy to learn and simple to do. Move seamlessly between event information, client data, room rates and event detail information.

## Contact Management

Empower your sales team to provide the highest possible level of service, pro-actively marketing



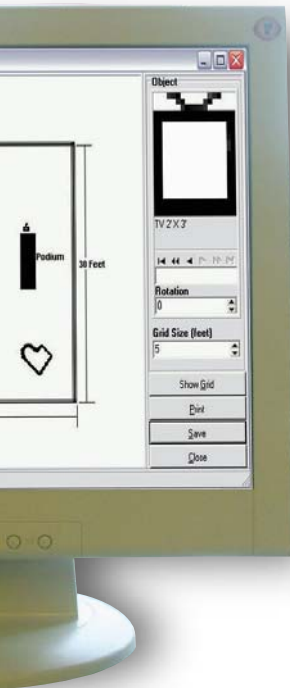
your venue to existing and potential clients. Maintain complete client information including unlimited contacts per organisation. Access the built-in Word Processor to create letters for a selected customer or use the filtering option to select a particular group of clients. All correspondence is stored within the system allowing designated users access to a client's complete history.

## Catering

Chaser VENUE is unsurpassed for flexibility, power and ease of use. Catering is divided into four levels allowing the finest details to be recorded. With a simple click of the mouse this level of detail facilitates accurate menu selection and charging per delegate.

## Floor Plans

Eliminate tedious, hand-drawn diagrams with Chaser VENUE's Image tool. Scanned floor plans are manipulated to arrange objects (tables, chairs, podiums, etc) in the correct configuration for set-up staff.



## Actions

Your sales team never have to let a contact date slip again with actions that are displayed to individuals or teams. Chaser VENUE also creates actions to remind payment and contract return Due Dates. Rules may be set up that automatically generate actions at specific times during the lifecycle of an event.



## Event Details

Chaser VENUE's Event Detail screen offers individual tabs for set-up materials including A/V, Staff, Catering, Correspondence and Images (floor plans and/or photos). You may customise this screen by removing any tabs that are not required. Adding detailed items to an event couldn't be simpler; Chaser VENUE has the versatility to handle unique situations with ease.

## Pro-active Marketing

Mail-shots may be generated automatically merging client data into emails or letters. Follow up actions may be assigned to a group of recipients prompting users to actively contact clients following a campaign. All correspondence sent to clients is recorded in their Contact Log allowing transparency of communication between staff team members.



# Features

Chaser software products are used throughout the conference & events industry. Developed internationally Chaser VENUE is in use in hundreds of venues worldwide. The rich feature set includes:

- **Microsoft Access / Microsoft SQL Server Database**
- **User Security Privileges** Control each user's access
- **Messaging** Receive automatic notifications when changes are made to an event
- **Actions** Create automatic reminders for individuals or a group of people
- **Booking Grid** Chaser VENUE's superior graphical booking calendar can automatically optimise itself to your screen so that all locations can be viewed for an entire month, day, week, or year
- **Client Groups & Discounts** Add each client into groups and specify discounts for each group
- **Definable Setup Groups** Define setup and staff types to reduce time spent searching for items. Effortlessly keep track of in-house and outsourced resources such as A/V equipment
- **Advanced Catering & Refreshments** Chaser VENUE gives you the ability to create detailed catering configurations for buffet and served menus
- **Letter Templates** Define all of your letters once in Chaser VENUE and never have to retype a whole letter again
- **Contact Log** Chaser VENUE allows you to email standard contact letters and reports
- **Complete Event Financial Summary** View a complete event financial summary including profit, loss and margins at a glance
- **Built-in & Custom Reports** Choose from over 60 available reports for all your event, financial and booking needs

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## Velvet Software

Velvet Software is a recognised leader providing innovative, versatile products to a broad range of clients. Since 1997, Velvet Software has developed special expertise in the Business Tourism industry. Today, Velvet Software offer an array of products ranging from Enquiry Management and Online Accommodation Booking to Venue and Event Management.

Velvet Software is committed to 100% customer satisfaction from initial consultation until long after solutions have been successfully implemented. Our responsive help desk and technical support provide services to meet the full demand of customers' needs.

*Chaser VENUE has been a significant tool in our day to day operations, and I for one would not be willing to go back to previous methods of scheduling!*

*From the first time we tried your software we were very impressed that Chaser VENUE is so friendly to use. Our people have experience in banquets but they have never used an event management system, the results are great.*

### Other Products:

**Chaser BUREAU:** Business tourism management system for conference bureaux

**Chaser INVEST:** Inward investment enquiry management system

**Chaser PLANNER:** Event planning system for event organisers

**ConferenceBOOKINGS.co.uk:** On-line accommodation booking system for conference bureaux & event organisers



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