

# EventOFFICE

## Executive Assistant

Do you want a facility that makes it easy for you to successfully run an office event?

### Ask yourself these questions

Do you organise events such as corporate dinners, golfing days, briefings and seminars or other functions?

Are you in a position that requires you to be in control of events around you?

Would you like to simplify the process of running an event whilst having access to a full set of event administration and reporting tools?

### What is EventOFFICE?

EventOFFICE is a self-managed, online guest registration and ticketing solution. It has been designed specifically for Meeting & Event Organisers to feel relaxed, confident and in control of your event registration processes. EventOFFICE will assist you with guest list management including RSVPs, mail reminders and name badges and provides an online solution that allows you to see the status of an event and manage your event. EventOFFICE supports multiple organisers per event so if you have a colleague or support company working with you EventOFFICE has the solution.

### 1 CLICK REGISTRATION



Contact us to arrange a trial or demo.

**Corporate dinners - Departmental functions - Staff social events - Training - Seminars  
Christmas and other seasonal functions - VIP meetings and events - Golf Days**

### EventOFFICE provides the following benefits to Associations.

Internet-based facility enabling you to open up event bookings 24/7.

System is scalable to suit most types and sizes of events.

System is easy to implement and affordable.

Can be used for events that involve a payment or just a guest list.



Visit our website at [www.eventoffice.com.au](http://www.eventoffice.com.au) or  
email [info@eventoffice.com.au](mailto:info@eventoffice.com.au)

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