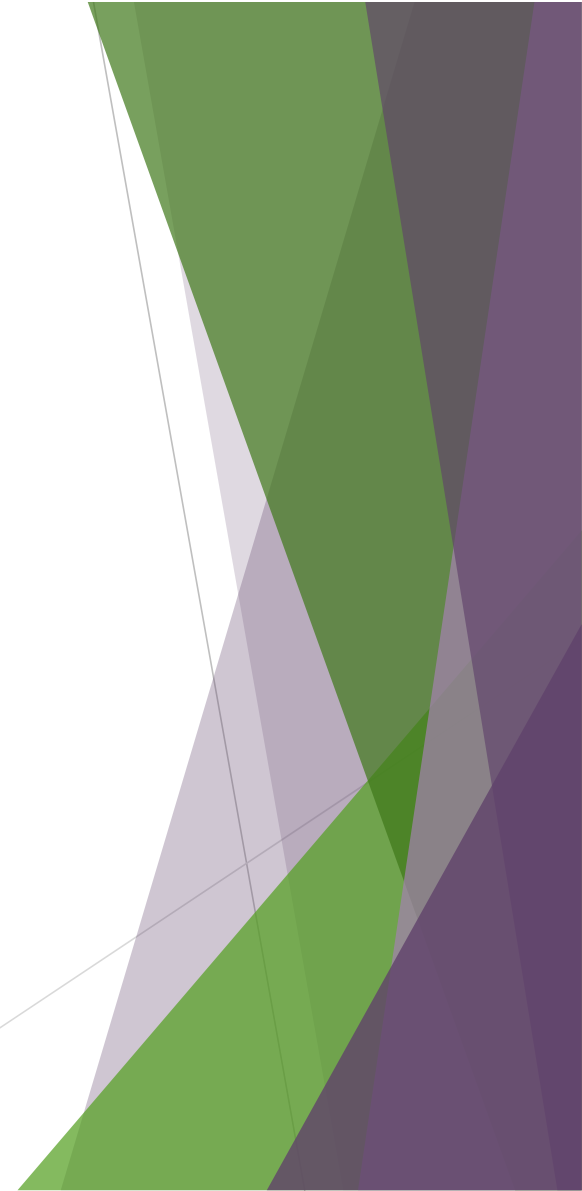


Event Management

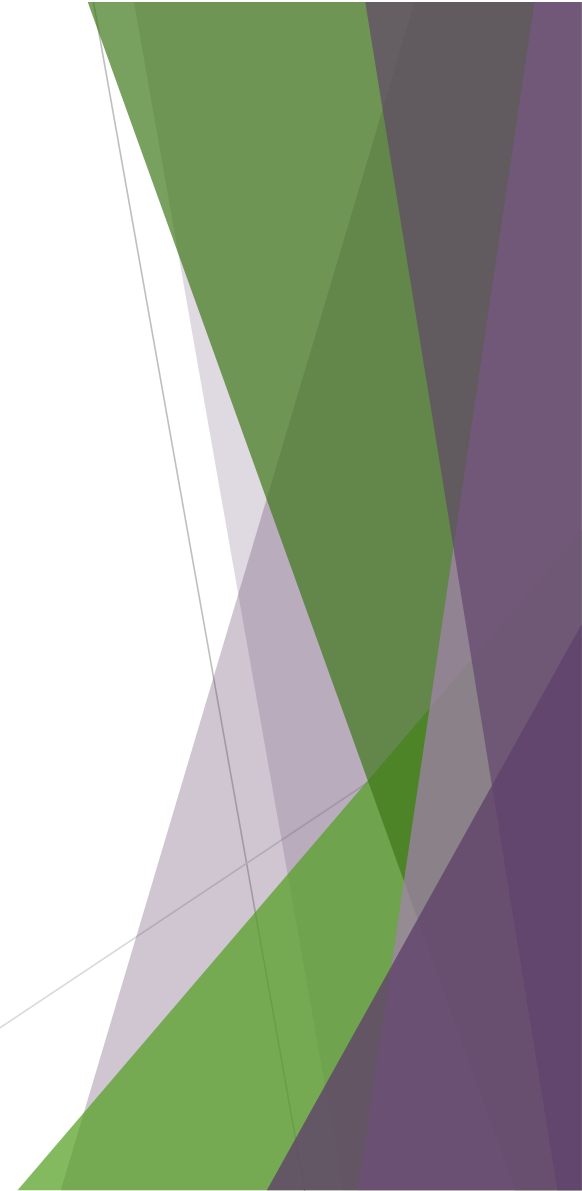
Donor Perfect

Agenda

- ▶ Welcome
- ▶ Introductions
- ▶ Presentation/Discussion
- ▶ Wrap Up



Life Cycle of an Event



Life Cycle of an Event



Set Goals and Budget

Event Details | Create Invites | Manage Responses | Manage Registrants | Tables/Teams | Events Listing

2017 Gala

Event Details

Event Date: 03/20/2017

Solicitation Code: 2017 Gala

Event Name: 2017 Gala

Description:

Location: Chicago Hot Spot

Location Address:


Primary Contact: Jill Niewoehner

Primary Email: jill@newwanderer.com

Goal	50,000.00
FMV Total	1,500.00
Expenses	6,000.00
Net Income	-4,500.00
Event Total	1,500.00
# Invited	50
# Attending	8

Track Expenses

3%



Event Analysis Report | Save Event | Cancel



Life Cycle of an Event



Pre Event

- ▶ Invite Attendees
- ▶ Manage Responses
- ▶ Manage Registrants
- ▶ Create Tables and Teams

Event Details

Create Invites

Manage Responses

Manage Registrants

Tables/Teams

2017 Gala



Pre Event

- ▶ Contacts are created by Event Management
- ▶ Utilize built in Contact functionality tied to Event Management for follow-up

Date	Gift Amount	Converted Amount	Record Type	General Ledger	Solicitation	Type of Gift
3/6/2017	100.00	100.00	Gift	Education	2017 Gala	Credit Card
3/1/2017	500.00	500.00	Gift	In-Kind Donation	2017 Gala	In Kind



Day of the Event



Day of Event

- ▶ Export Guest lists:
 - ▶ Day of event check-in/tracking
 - ▶ Printing nametags
 - ▶ For Future Events

Event Status Report

Event Name: 2017 Gala

Event Date: 03/20/2017

Event Invited: 51

Status: Attending

Name	# Of Guests	Pledges	Gifts
Sally Zzlest	0	0.00	0.00
Total Attending Registrants: 1	0	0.00	0.00

Status: Not Attending

Name	Pledges	Gifts
Samantha Zzlest	0.00	0.00
Holly Zzlest	0.00	0.00
Evan Zzlest	0.00	0.00
Sadie Zzlest	0.00	0.00
Jonas Zzlest	0.00	0.00
Jenna Zzlest	0.00	0.00
Stuart Zzlest	0.00	0.00
Total Not Attending Registrants: 7	0.00	0.00

Status: Paid, Attending



Day of Event

03/19/2017

Guest Report

Event name: 2017 Gala

Title	Last Name	First Name	Captain?	Table/Team	Seat With	# of Guests	Pledges	Gifts
	Zztest	Allen		Table #2		0	0.00	600.00
	Zztest	Anthony				0	0.00	0.00
	Zztest	Barbara		Table #2		1	0.00	100.00
	Barbara Zztest	Guest 1 of		Table #2		0	0.00	0.00
	Zztest	Bob		Table #1 W4Sight	Roger	0	0.00	600.00
Dr.	Zztest	Brianna		Table #1 W4Sight		1	0.00	100.00
	Brianna Zztest	Guest 1 of				0	0.00	0.00
	Zztest	Carol				1	0.00	100.00
	Carol Zztest	Guest 1 of				0	0.00	0.00
	Zztest	Carrie				1	0.00	100.00
	Carrie Zztest	Guest 1 of				0	0.00	0.00
	Zztest	Daniel				0	0.00	0.00
	Zztest	David				1	0.00	100.00
	David Zztest	Guest 1 of				0	0.00	0.00
	Zztest	Deborah				0	0.00	0.00
	Zztest	Donna		Table #3		10	0.00	1,000.00
	Donna Zztest	Guest 1 of		Table #3		0	0.00	0.00
	Donna Zztest	Guest 2 of		Table #3		0	0.00	0.00
	Donna Zztest	Guest 3 of		Table #3		0	0.00	0.00
	Donna Zztest	Guest 4 of		Table #3		0	0.00	0.00



Post Event



Post Event

Evaluation of Effectiveness of Event

Event Analysis

Event Details

Event Name:	2017 Gala	Goal:	50,000.00
Event Date:	03/20/2017	Total Income to Goal:	2,900.00
Locaton:	Chicago Hot Spot	% of Goal:	5.80%

Invitations

No. Invited	No. Responses	Response Rate	Average Response Time	No. Attending
51	19	37.25%		29

Financials

	No. Gifts	Gift Total	Avg. Gift	No. Pledges	Pledge Total	Avg. Pledge	Revenue
Invites	12	2,900.00	241.67	0	0.00	0.00	2,900.00
No Invites	0	0.00	0.00	0	0.00	0.00	0.00
Total	12	2,900.00	241.67	0	0.00	0	2,900.00

Expenses

Vendor	Type	Status	Amount	Cost Per Attendee
The Beer Shop	Food	Paid	800.00	27.59
AAA Catering	Catering	Approved	3,500.00	120.69
Party City	Decorations	Approved	500.00	17.24



Post Event

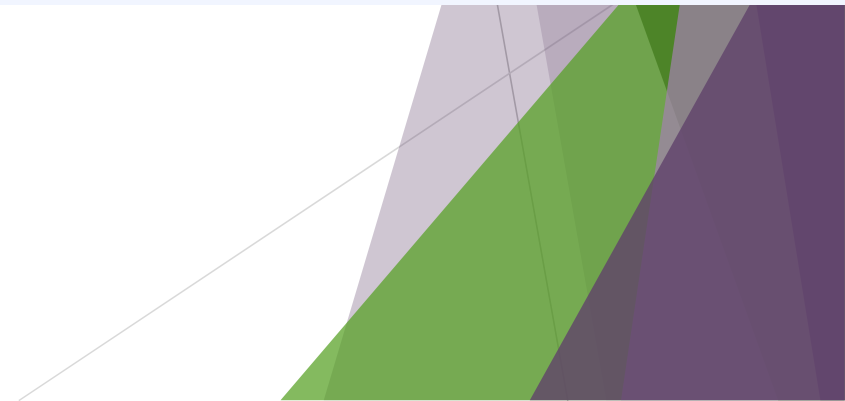
Evaluation of Effectiveness of Event



Expense Report

Vendor	Event	Type	Status	Amount
AAA Catering	2017 Gala	Catering	Approved	3,500.00
Alexander's Ragtime Band	2017 Gala	Entertainment	Approved	1,200.00
Party City	2017 Gala	Decorations	Approved	500.00
The Beer Shop	2017 Gala	Food	Paid	800.00
Total:				6,000.00

Grand Total: 6,000.00



Agenda

- ▶ Welcome
- ▶ Introductions
- ▶ Presentation/Discussion
- ▶ Wrap Up

