

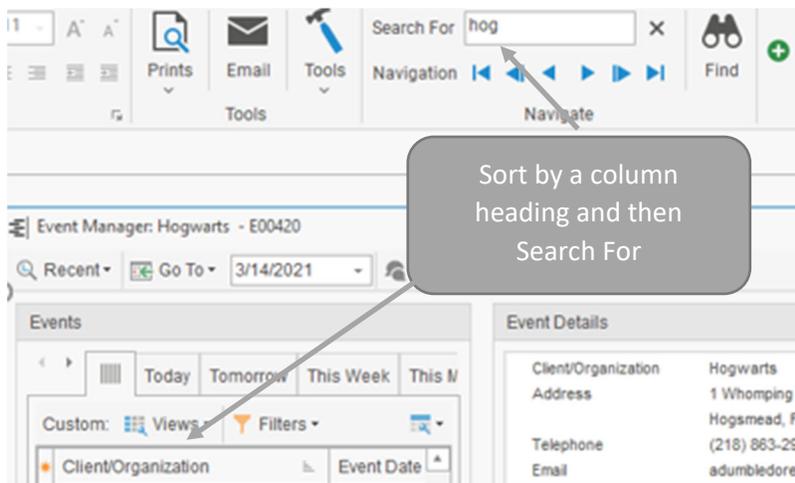


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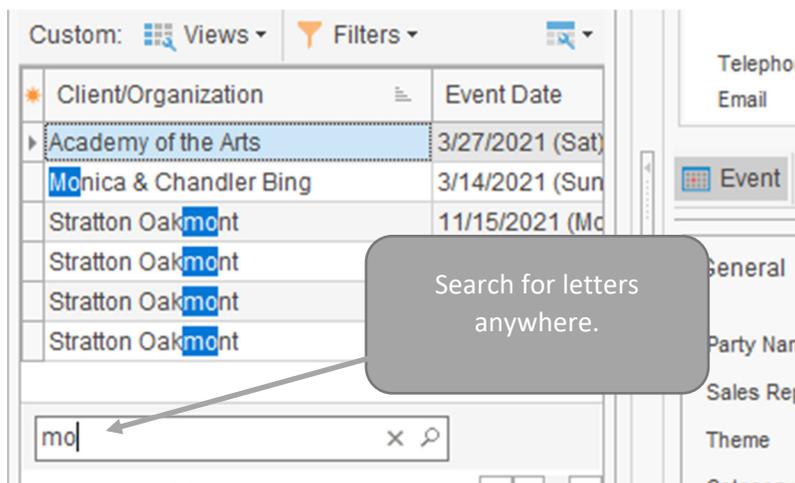
This guidebook teaches you how to use common event-management tools. Topics covered include:

- Searching for an Event
- Customizing Tools Menu
- Creating an Event Timeline
- Creating an Event Checklist
- Copying Events
- Managing Tax/Service Charge Rates
- Scheduling Future Deposits Due
- Evaluating Cost/Profit
- Applying Discounts
- Attaching Files

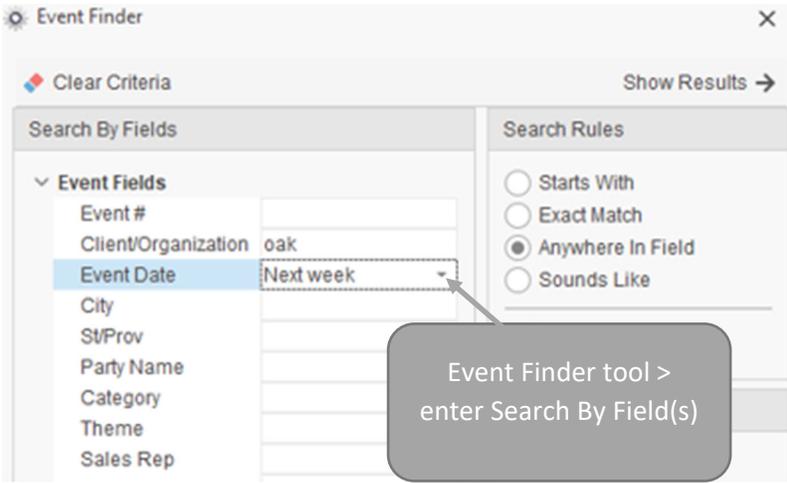
I. Searching for an Event



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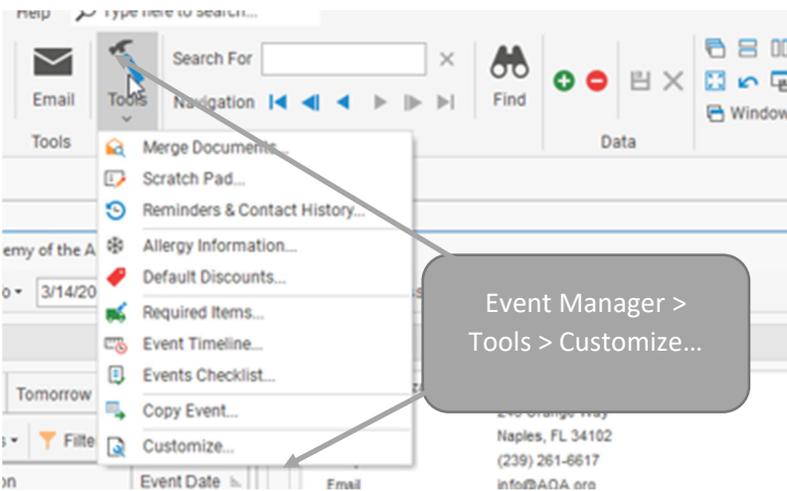


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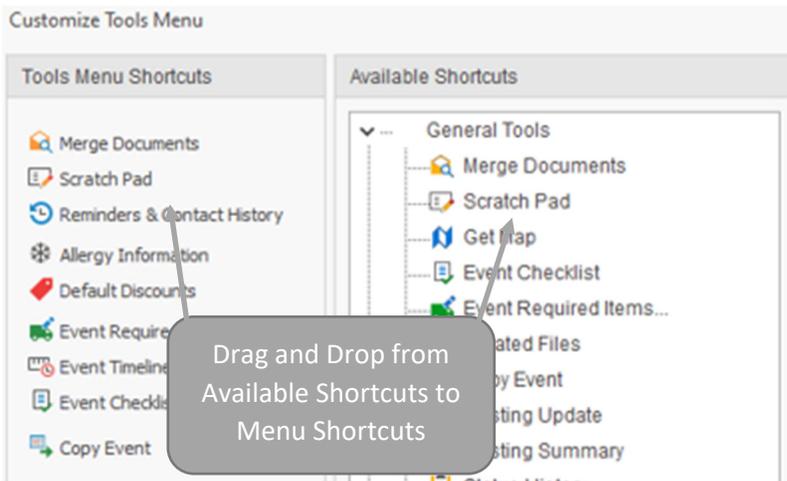


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II. Customizing Tools Menu

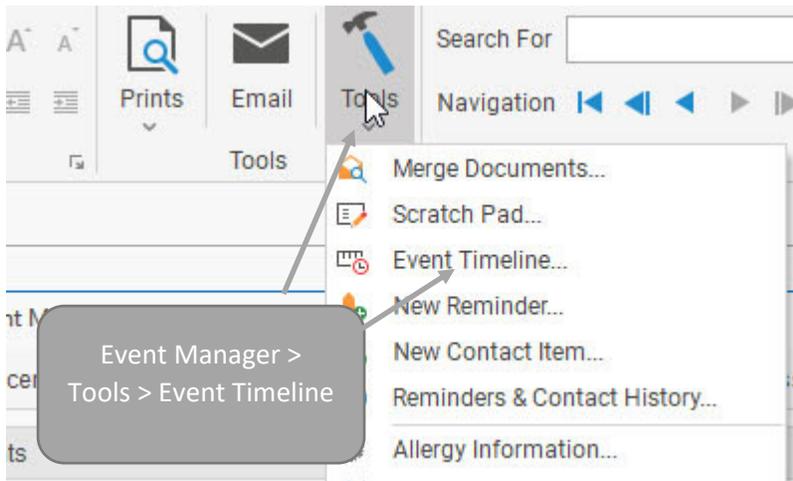


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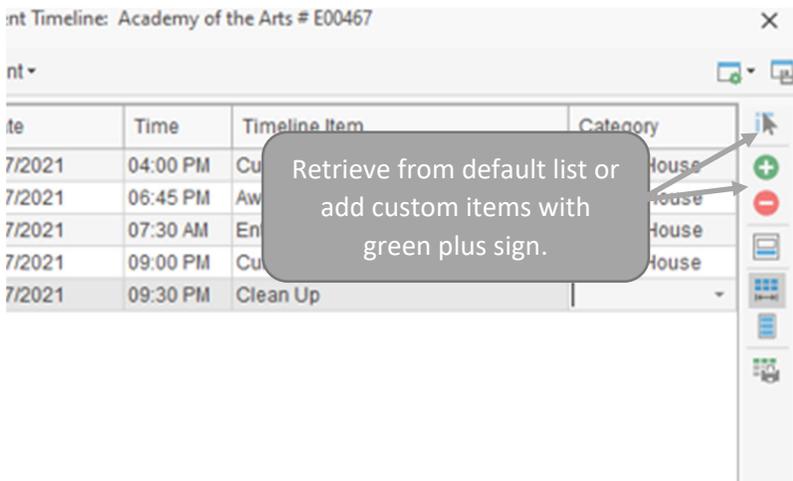


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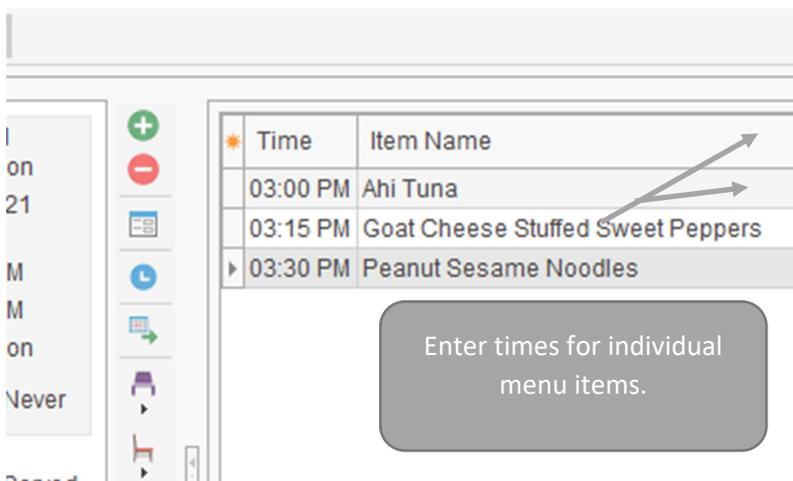
III. Creating an Event Timeline



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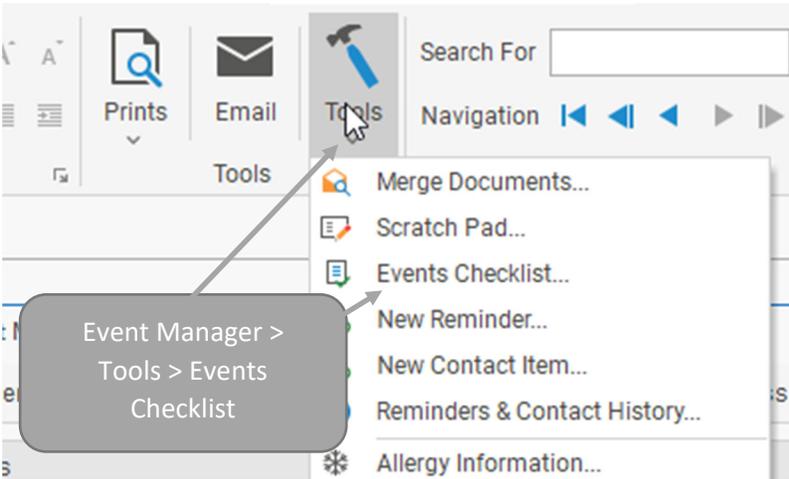


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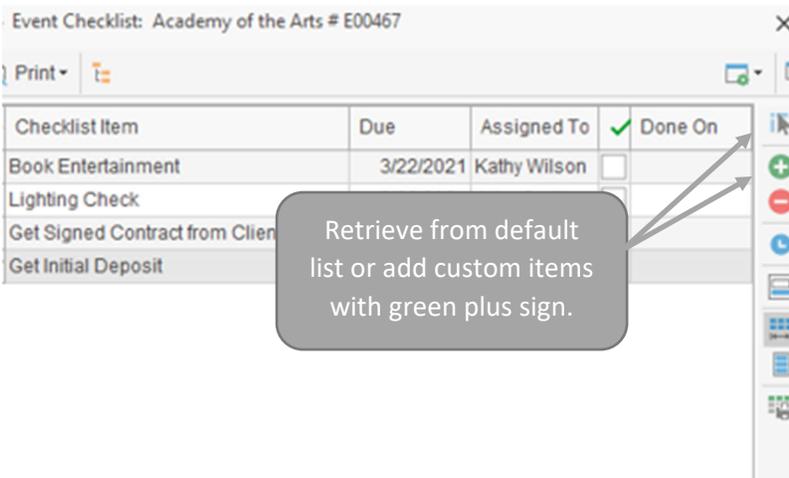


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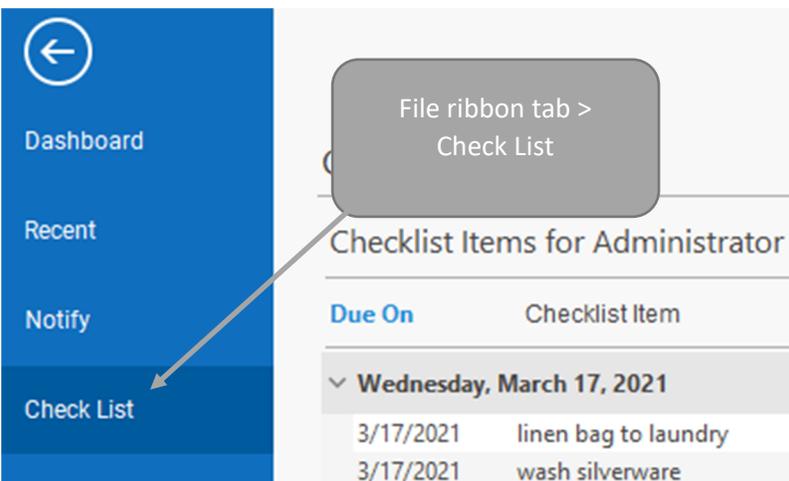
IV. Creating an Event Checklist



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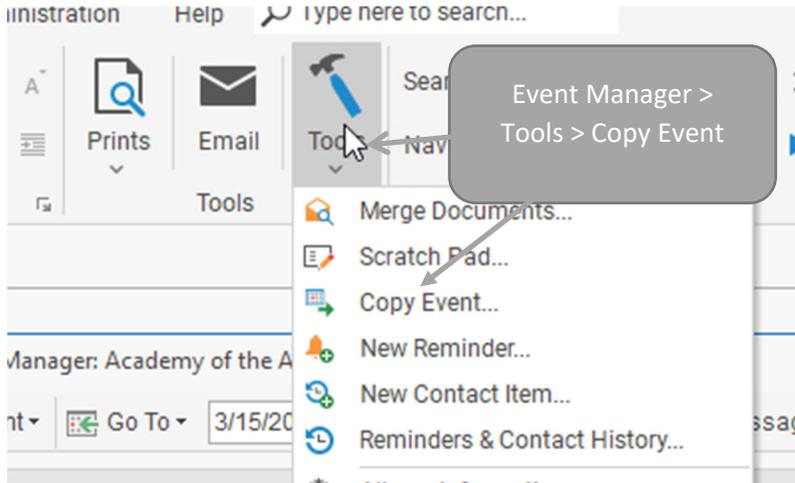


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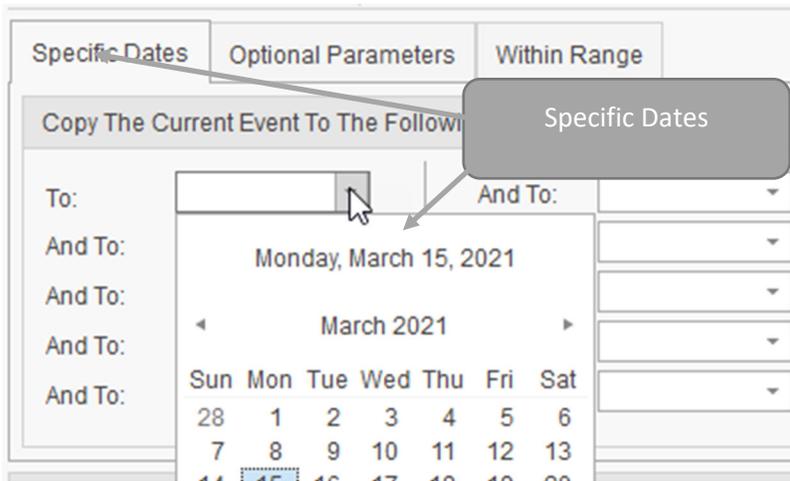


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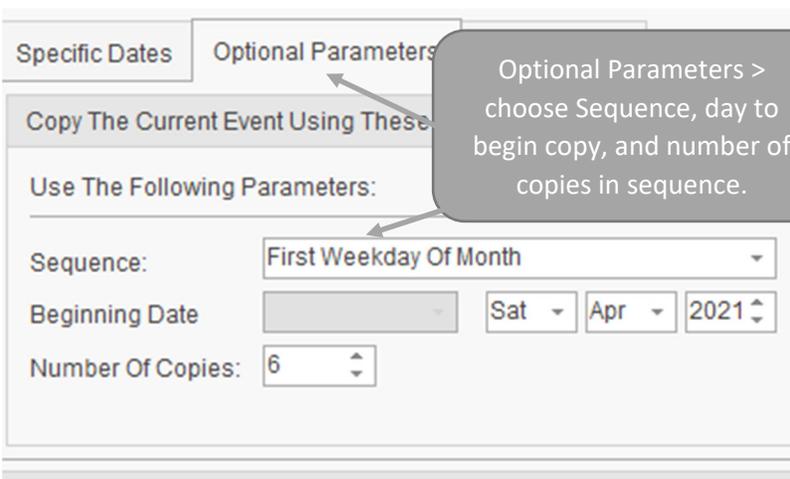
V. Copying Events



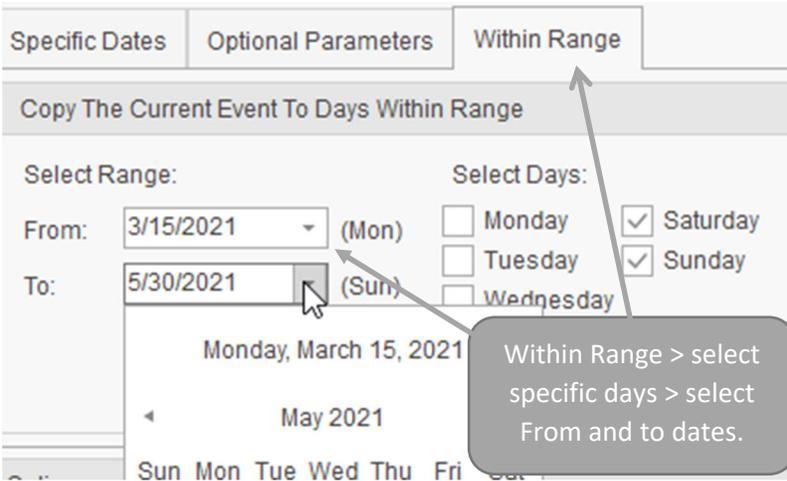
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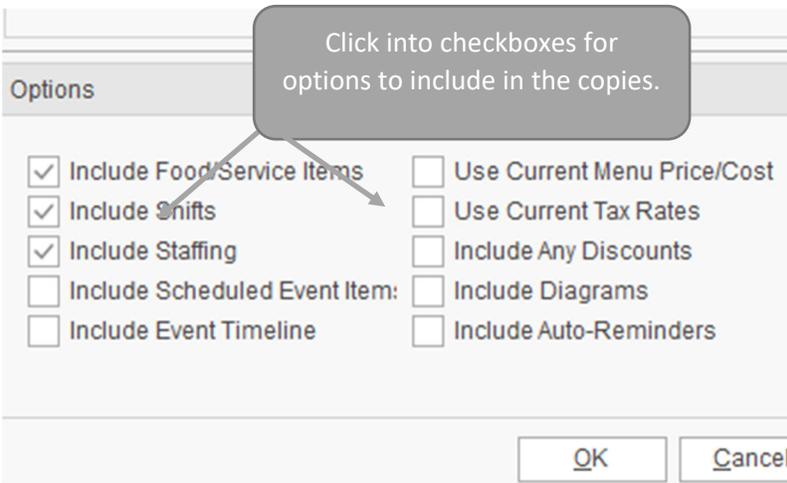
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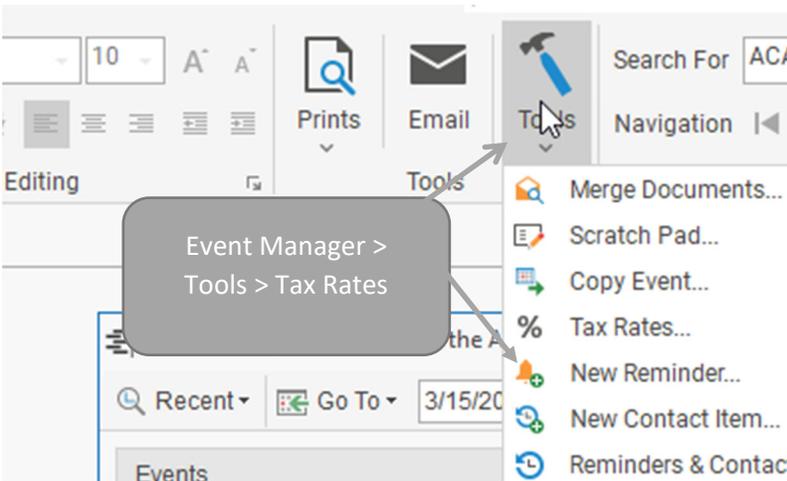


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VI. Managing Tax/Service Charge Rates



Notes

Event Tax Rates: Academy of the Arts (E00467)

By Food/Service Item Type

Optionally edit rates.

	Tax 1	Tax 2	Tax 3	Gratuity	
Food	7	0	0	0	0
Beverage	7	0	0	0	0
Liquor	7	0	0	0	0
Equipment	7	0	0	0	0
Labor	7	0	0	0	0
Room	7	0	0	0	0

Tax Grat
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Select Tax Schedule

Search

- Primary
- Collier County
- Quick Orders

Select additional Tax Schedules.

Select

Tax 1

Food

Notes

VII. Scheduling Future Deposits Due

Cost Per Guest \$15.62

Allergy

Event Manager > Deposits Due

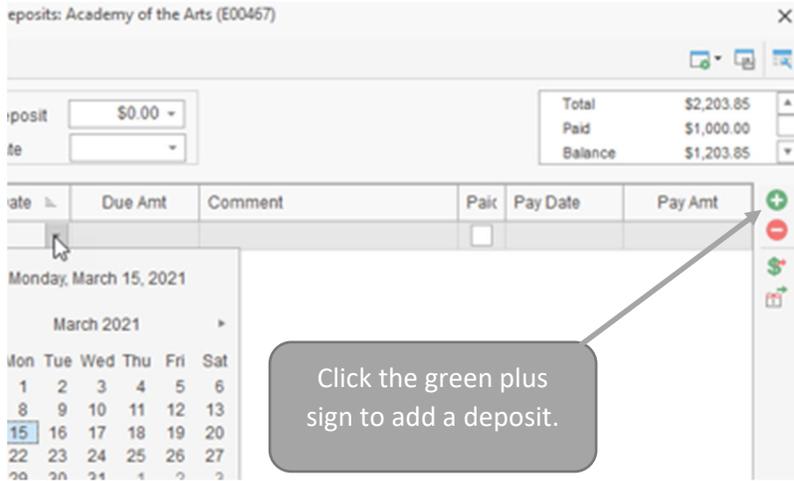
Monday

Definite

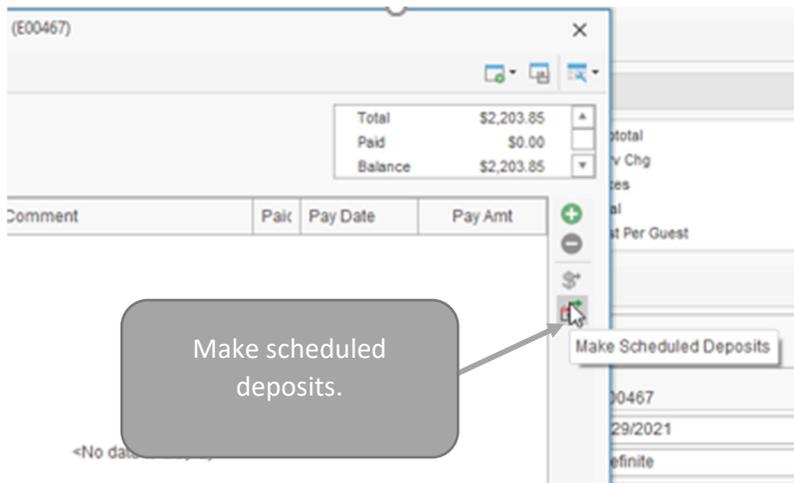
100 Booked 3/15/2021 12:55:24 PM

Revised 3/15/2021 (01:23 pm)

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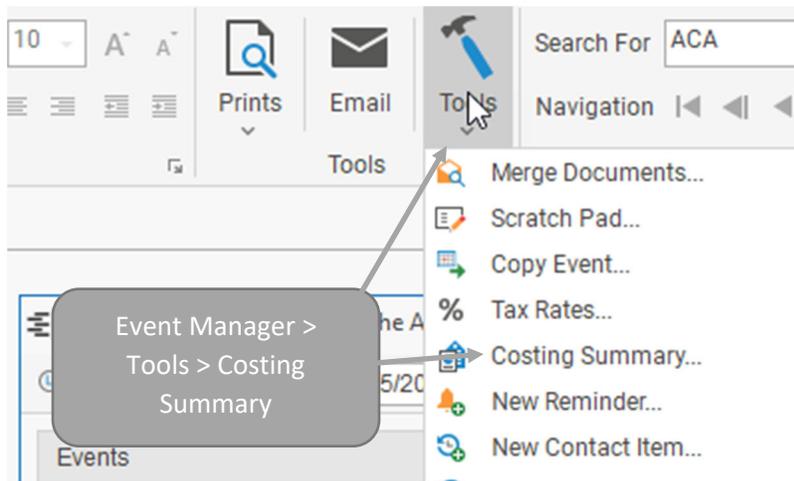


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VIII. Evaluating Cost/Profit



Notes

Event Costing Summary > select parameters

Category	Amount	Percentage
Subtotal	387.78	
Cost	0.00	0.00%
Profit	0.00	0.00%
Equipment	0.00	0.00%
Labor	0.00	0.00%
Room	0.00	0.00%
Other	0.00	0.00%

Notes

Select Adjustments

Category	Amount	Percentage
NA	0.00	0.00%
Summary	387.78	27.56%
Items	0.00	0.00%
Staffing	0.00	0.00%
Adjustments (+/-)	0.00	0.00%
Summary	387.78	27.56%

Notes

Event Costing Adjustments

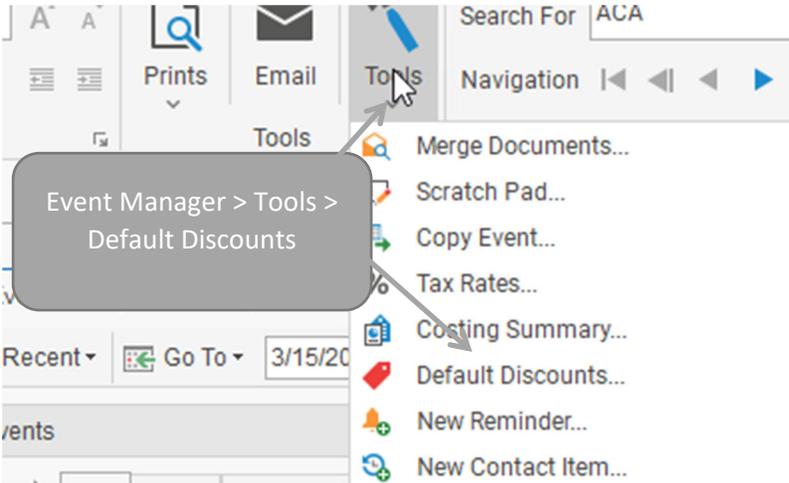
Total: \$2,203.85
 Cost: \$387.78
 Profit: \$1,407.22

Amount (+/-)	Category	Comment
\$50.00		Custom Setup

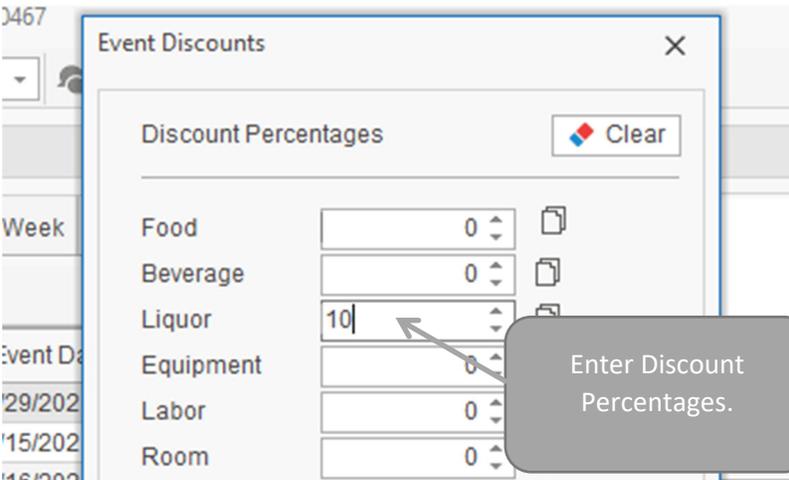
Add Costing Adjustments

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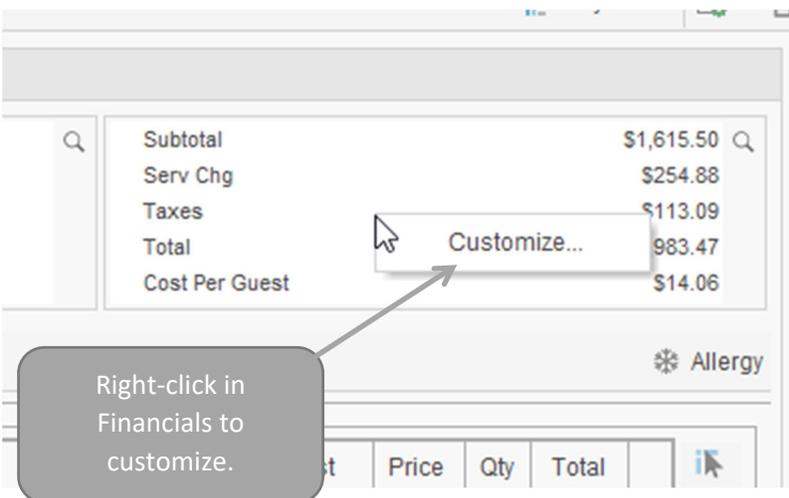
IX. Applying Discounts



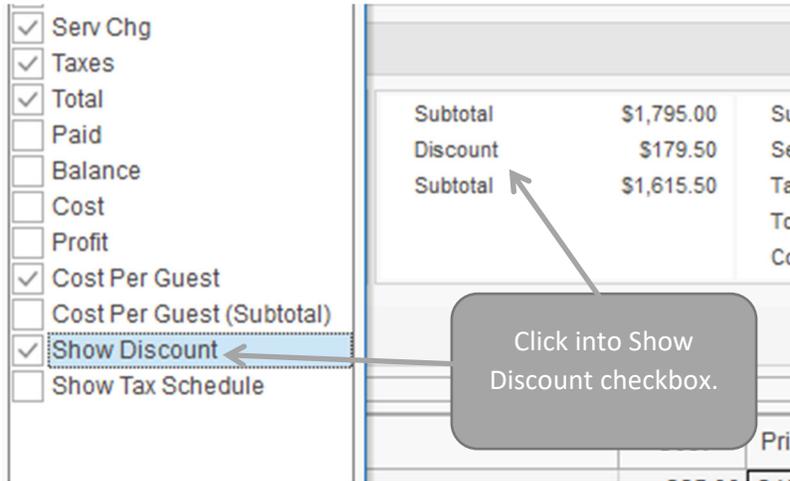
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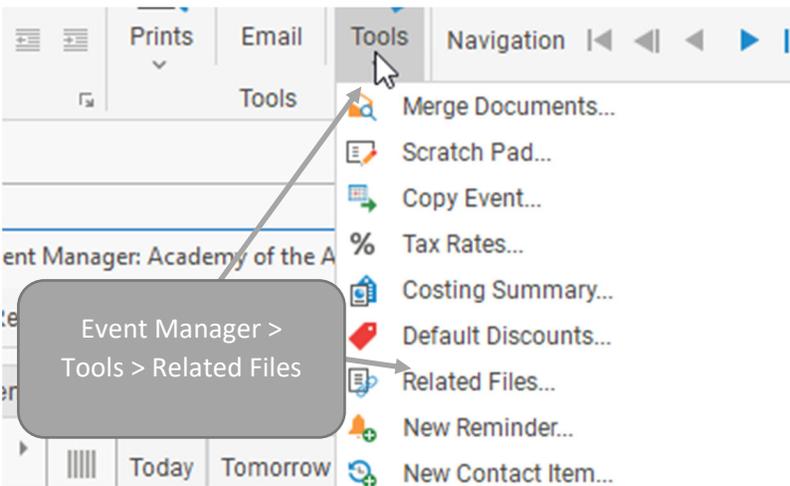


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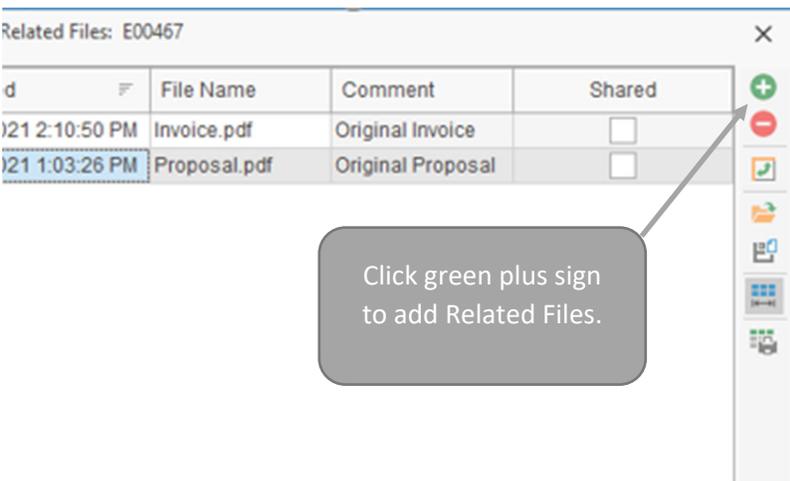


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X. Attaching Files



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