

RE:Event® for Event Management

RE:Event coordinates and simplifies all aspects of your events. Whether you are hosting a conference, workshop, golf tournament, banquet dinner, or homecoming party, **RE:Event** helps you plan, organize, and implement every stage. All the information you need — from participants to expense lists and revenue analyses — is right at your fingertips.

ORGANIZE YOUR EVENT

RE:Event stores comprehensive information about each event. By selecting a category that best characterizes your event, such as sporting event, dinner, or class, you can enter specific information related to that event. For example, if you are hosting a golf tournament, the “Sporting Event” category allows you to track registration numbers, team information, and tee times. If you are hosting a black tie dinner, **RE:Event** allows you to track seating capacity, seating arrangements and dinner preferences.

You can also easily monitor the registration process of constituents invited to your event. Enter the date the invitation was mailed, whether or not the invitation was accepted, level of event participation, pay status, and corresponding dates. On the day of your event, you can efficiently process registrants at the door. View and edit registration information, such as participant status and level, on one easy-to-use screen.

MANAGE THE DETAILS

Drop-and-Drag Seating means you can painlessly make changes at the last minute.

- Rearrange and name tables, move a guest to a new seat or table, and easily add to a group. The Auto-Seating feature will fill in seats and tables with unseated participants, and the seating notes section allows you to add and view notes about your guests.
- Drop-and-Drag Seating is perfect when some important guests want to sit by the band while others prefer to be near the bar.

Data entry in **RE:Event** is fast and efficient. You can designate a specific campaign and fund that will automatically appear on gift records. You establish how registration fees are recorded — choose to automatically add a gift, optionally add a gift, or not add a gift when a constituent registers. You can even link multiple gifts to a single event — registration fees, gift-in-kind donations, and sponsoring pledges.



“The seating wizard is fabulous! The drop-and-drag function really saves a lot of time, especially when we make so many changes throughout each event.”

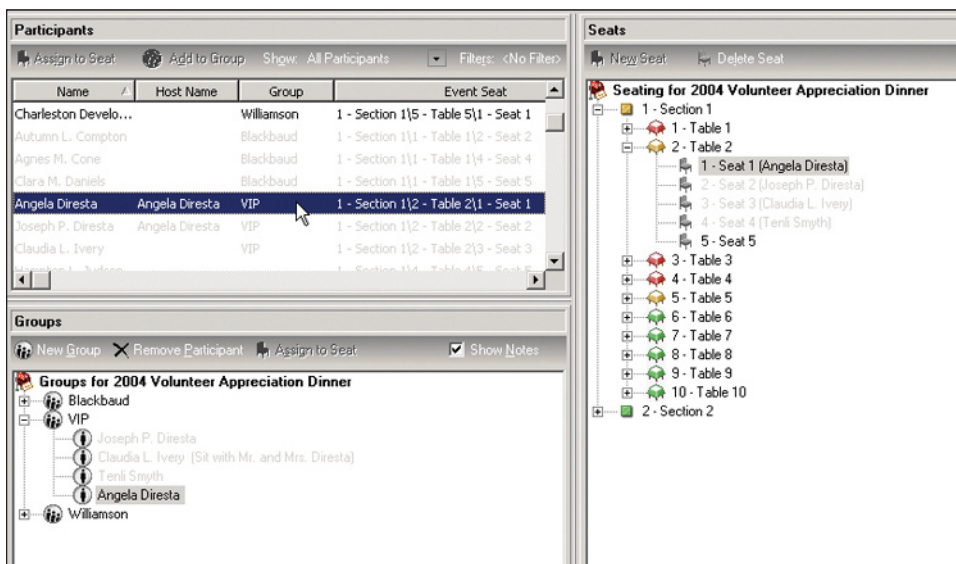
— Kim Eubanks,
Pennsylvania Breast
Cancer Coalition

DETERMINE WHAT WORKS

Was the event a success? How much did we earn? Should we do it again? **RE:Event** can tell you. Easily monitor the success of each event with event reports and summaries. These summaries provide you with essential information, including the number of participants, the number of attendees, total expenses, total income, net income, and much more.

RE:Event reports are designed to help you organize and analyze your special events. Print a variety of reports from seating and table assignments to income and expense reports. Here are a few examples of standard **RE:Event** reports:

- Event Summary Report
- Dinner Preferences Report
- Event Expense Report
- Event Income Report
- Registration Fees Due Report
- Seating Arrangements Report
- Sporting Event Roster
- Lodging Report



GET THE MOST FROM RE:EVENT

Blackbaud's Professional Services can help you get the most out of your Raiser's Edge system by aligning it with your processes and objectives. Our professionals can help you set up and manage a special event and learn how to more effectively use the system to meet your event needs, as well as design custom reports, provide software customization, and much more. Blackbaud also offers numerous educational opportunities, knowledgeable instructors, and hands-on techniques to help ensure that you get the most from your Raiser's Edge system.

To learn more about Blackbaud's RE:Event module, visit www.blackbaud.com/solutions/raisersedgemodules.asp or contact your Blackbaud account representative today!

RE:Event also allows you to:

- Easily add participants and track participation level.
- Store lodging and travel information for each participant.
- Evaluate the success of your event with Event Summaries.
- View a snapshot of the event with the Event Calendar.
- Determine the success of your event by calculating multiple pieces of financial information.



800.443.9441

solutions@blackbaud.com

www.blackbaud.com

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Blackbaud, Inc.
2000 Daniel Island Drive
Charleston, SC 29492