



Event Management

Plannerdale's Event Management toolbox is a must have for event planners. This covers Guest Management, Guest Communication, RSVP Management and Guest Enquiries.



Please read more to understand how Plannerdale support event management.

Guest Management

Plannerdale's address book serves as a guest directory allowing you to capture and store personal details, contact details and other important guest information. This allows you to have central visibility across your guest list.

If you currently have your guest list on a spreadsheet, you can use the Import Wizard to import the guest list into the address book. Alternatively, you can manually add your guests. The Address Book makes it easy to capture, manage and search guest information easily.

Guest Communication

Every event planner would agree that communication is key when planning an event. Plannerdale's communication feature allows you to send branded & personalized emails or SMS to guests. There are customizable options to support this. Messages you can compose can include event invites, RSVP details & deadlines, travel information, thank you notes, and links to event photography.

Proactively planning your guest communication process keeps your guest management process organized, and guests adequately informed.

RSVP Management

Event organizers understand the importance of guest confirmations. This is particularly important for venue capacity, catering and other logistics that are dependent on numbers. Guest confirmations have an impact on budget and other important factors, particularly in a 'Strictly-by-IV' event.

Using Plannerdale's RSVP feature, guests can access the Plannerdale RSVP page through which they can access your event, as long as they are registered on the guest list. Guests are able to confirm/decline attendance, update their contact details and provide any additional information such as food allergies and special requests.

Guest Enquiries

Celebrants and event planners may sometimes get overwhelmed with messages from guests, asking for information, or requesting special needs.

Plannerdale provides you with a system to handle guest enquiries. This is provided by Plannerdale's Service Desk feature. It ensures that all enquiries are submitted through an enquiry web page, and routed to a central Service Desk. This is accessible by the event planner, within Plannerdale for follow up activities.

Pricing

Plannerdale's Event Management packages and prices are listed below:

	No of Guests	Price [GBP]
Basic	1-50	40.00
Bronze	51-100	80.00
Silver	101-200	135.00
Gold	201-500	250.00

If you're having more than 500 guests at your event, please contact us so we can offer you a more tailored package.

All packages include Email¹ & SMS² allowances, allowing you to communicate with your guests at any time. It is estimated that you may need to send emails at anytime to your guests, and up to 3 SMS throughout the planning process.

How to Subscribe

Subscribing to Plannerdale is very easy. Our website provides a Sign-Up link through which you can register a new account.

When registering for a new Plannerdale event account, you will be requested to provide some additional event related information such as the event date, and number of guests.

Setup & Configuration

Upon login, Plannerdale will request for additional information regarding your event. This includes an event logo and a banner image. These are used for branding and personalization.

When you're all setup and ready to go, you can use the Import Wizard to bring guest information into Plannerdale, or you can start creating your guests in the address book.

¹ Email allowance is capped at 2 emails per guest each week. More emails can be purchased if needed.

To consult us for anything else, please send us an email or contact us through our website.

Looking forward to hearing from you.

The Plannerdale Team

E: info@plannerdale.com

W: www.plannerdale.com

² SMS allowance is capped at 3 SMS per guest during the entire subscription. More SMS can be purchased if needed.