

# CTUIT'S EVENT MANAGEMENT

Need a better tool to keep private events organized and profitable? Want to reduce the number of systems needed to gain insight and transparency for your team? Want professional looking event contracts that you can access as easily as the rest of your restaurant data?

## Meet Event Management.

Smooth preparations make for memorable celebrations!

Event Management is an ideal tool for organizing and planning parties, receptions, or other private dining events. It is designed to tie together all elements of event management into one cohesive package that can be accessed from anywhere.

Event Management coordinates and streamlines the tasks of managers and kitchen staff, as well as the elements of an event, across multiple locations to seamlessly produce private dinners, parties, and receptions big and small.

Use Event Management in conjunction with Advanced Labor Scheduling tool to schedule staff based on availability to further streamline your restaurant activities.



- Fully integrates with Manager Log for event notifications
- Create printable contracts containing all the details of the event for client approval
- Configure rooms, table layouts, beverage service, and additional services at individual or multiple locations
- Print out kitchen prep sheets and event calendars to inform kitchen staff and store managers
- Details such as dates, event styles, food and beverage services, room set-up, menu planners, table configurations, and staffing
- Financial details are also captured including cost breakdown, deposits, taxes, surcharges, and any discounts



*"We have moved from sticky notes on the wall, to an integrated system where everyone can see what is going on. It's has really streamlined our event procedures."*

*-Peter Lessing, Director of System Analytics, Lessings, Inc.*