**SOFTWARE ENGINEERING**

**(IT-314)**

**EVENT PLANNER APPLICATION**

Software Requirement Specifications

Version 2.0 Approved

**Team no: 14**

**Instructor: Prof. Asim Banerjee**

**Team Mentor: K Hemantha**

**Date: 29 February, 2016**

**Approved by: Mr. Ankur Jain (Head Business, All About Ads Group)**

**Team Members**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name** | **ID** |
| 1. | Patel Yash | 201301008 |
| 2. | Patel Tej Naginbhai | 201301018 |
| 3. | Anavadiya Yash Kumar | 201301052 |
| 4. | Chauhan Dwimitra Dharmendra | 201301079 |
| 5. | Rahul Shashank Saranjame (Team Leader) | 201301101 |
| 6. | Fatnani Varun Kumarbhai | 201301152 |
| 7. | Nikita Jain | 201301155 |
| 8. | Karri Kiran Satish Reddy | 201301168 |
| 9. | Raman Kumar Douchaniya | 201301202 |

**Version History**

|  |  |  |
| --- | --- | --- |
| **Date** | **Version no.** | **Author(s)** |
| 29/02/2016 | 2.0 | Tej Patel, Yash Patel |

**Table of Contents**

1. Introduction…………………………………………………………………..4
   1. Purpose……………………………………………………………….4
   2. Document Convention…………………………………………….....4
   3. Intended Audience and Reading Suggestions………………………..5
   4. Product Scope………………………………………………………..5
   5. References…………………………………………………………....7
2. Overall Description………………………………………………………….7
   1. Product Perspective………………………………………………….7
   2. Product Functions…………………………………………………....8
   3. User Classes and Characteristics…………………………………....9
   4. Operating Environment……………………………………………..10
   5. Design and Implementation Constraints……………………………10
   6. User Documentation………………………………………………...11
   7. Assumption and Dependencies……………………………………...11
3. External Interface Requirements…………………………………………….12
   1. Hardware Interfaces………………………………………………....12
   2. Software Interfaces…………………………………………………..12
   3. Communication Interfaces…………………………………………..12
4. System Features……………………………………………………………..13
5. Other Non-Functional Requirements………………………………………..19
   1. Performance Requirements………………………………………....19
   2. Safety Requirements………………………………………………...20
   3. Security Requirements………………………………………………20
   4. Software Quality Attributes…………………………………………20
   5. Design Constraints…………………………………………………..21
6. Client Interview……………………………………………………………...22
7. **Introduction**

**1.1 Purpose**

The software engineering product that this SRS describes is a web application on Event Management. The main aim of this project is to keep a track record of all the events conducted by an event management company during the past few months or years and planning any new event. This web application will act as a calendar to the client which will help to have a quick reference of his past events. This application would contain all the details regarding an event conducted by the event management company like event description, aim and scope of the event, gallery, balance sheet which contains information of all expenses made through the event, customer information, etc.

It will also help client for planning any new event. It will create a cost sheet of that event. It will ask client for requirements for that particular event and after selecting appropriate vendors and calculating cost according to their rates, it will output a cost sheet.

So, the main purpose is to keep track record of events and planning of new events.

**1.2 Document Conventions**

Following are the standard conventions that we followed while writing this SRS

* Main Headings:

Font - Times New Roman

Font Size - 16 pts

Bold

* Sub Headings:

Font - Times New Roman

Font Size - 14 pts

Bold, Underlined

* Content:

Font - Times New Roman

Font Size - 12 pts

**1.3 Intended Audience and Reading Suggestions**

Following people are supposed to read this document:

* Designers, Developers, Testers etc (Group members)
* Client

This SRS contains detailed description about all the requirements. In this document all the functionalities and small details of the product are mentioned.

This SRS begins with an ‘introduction’ of product. It will give a detailed description about the product. Then it will move to ‘overall description’. This section describes the origin of the product and functionality of the product. It will also summarize the hardware and software requirements. It also includes different development constraints. Whatever assumptions are made are also mentioned here. Then comes ‘external interface requirements’ which includes interfaces between software-hardware, software-software, software-user and communication interface. It will provide detailed information about every interface. This is followed by ‘system features’. It will cover all the functional requirements of the product. And the ‘non-functional requirements’ include requirements like performance, security, safety and software quality. The last section is dedicated to other requirements which are not included in the previous sections.

Every reader is expected to read the overview of the SRS and then proceed to reading the sections of his particular interest.

**1.4 Product Scope**

* **Further Business Scope**

This product will help the client convince the customers in case he is bidding for an event. Since the product will have the details of all the events stored, an impressive portfolio can be presented to the customer. The project will greatly enhance the client’s business since everything will be well organised and made easy to a great extent. Also, additional features of prompt customer-client communication will ensure that the customer is kept updated of all modifications made during the event management phase.

**1.5 References**

* IEEE Software Requirements Specification Format

The main purpose of this project is to keep a track record of all the events conducted by an event management company during the past few months or years and assist in planning any new event.

A detailed description for keeping track record of events is as follows:

* **Event Description**

The event manager will have a record of all the various types of events he has conducted during previous years which would help in conducting future events. It would also give him a knowledge about the budget regarding that particular event.

* **Gallery :**

Gallery will be divided in two types :

**Pre-Event :**

The pre event gallery would contain sound clips that were used to promote the event and records from newspapers. It would also have a folder containing audio and video clips of the advertisement done through radio and television to promote that event.

**Post-Event :**

The post event gallery would contain the photographs and videos taken during the event. This would help the event manager to show his customer the response achieved during that event. Besides it would also contain the newspaper records and other sources which would show the response obtained for that event.

* **Balance Sheet :**

This application would help the client to keep a record of all the costing which sometimes gets lost due to improper way of storing data i.e. writing on pages and maintaining files. Mostly, the client is not able to look at all minute costs that were incurred during event. So this would include all costs, which would help client in maintaining records.

* **Customer Information :**

The client is also able to see complete information about the customer. It would help the client to locate the customer. It will also show any further events done for the customer.

* **For Planning New Events :**

Besides keeping track record of previous events, it will also help client to plan out new events. If client has to plan any event then the client would create a new event. In this event budget given by customer is mentioned. All types of cost that are incurred during planning event are mentioned in this sheet. The client will input the requirement for the event and it will output an automatically calculated sheet of total cost estimate. It would also provide client an option to adjust cost according to budget.

It would have different parameters. These parameters will be the things that are needed in any event like catering, manpower, furniture and other infrastructure. The client will input the quantity of the parameters and it will generate the cost estimate sheet.

1. **Overall Description**

**2.1 Product Perspective**

The industry of advertising and event management in India is equipped with very little advanced level softwares that are made specifically for them. Even after having to deal with huge data and sensitive detailings, the industry still uses primitive techniques to get their tasks of event management done. The software that this SRS is intended for is completely new and a self contained product. This software will play its role in the initial planning phase for any event that our client’s organisation is required to manage. This software will also be used in the post-event phases like keeping track of the event details at all the phases- pre-event, event execution and post-event. These details will be used for the preparation of the event reports, event elements sheet, event production-house expenditures and for the track of other event related information like pictures and videos.

The software will also help in keeping the track of all the vendors associated with the client’s organisation. There will be details of all the vendors of client which will help in making an estimate of the overall expenditure for the event. This will help in making vendor selections according to the budget allotted for the event. All of these features are specific for the organisation of client.

**2.2 Product Functions**

The software in its first version will perform following functions based on the requirements of the client :-

* Recording the details which will help in preparation of a report containing all the event details like elements used, costing generated, event production house costings, man-power deployment plannings and costings, event pictures, event videos and other references.
* One of the feature of software is to keep the data of all the vendors of our client. These vendors are provided work for organizing any event like caterers, flower decors, vendors associated with lighting systems, sound system etc. By having a list of all these concerned people already fed in the database of the software, it can be used to ease the task of making initial choices for the vendor selection and work distribution. This can also be used to maintain a track of the work done by them and the expenditures involved in it.

**2.2.1 Core Features**

1. **USER REGISTRATION & WELCOME**

* Allows the user to register with the server.

1. **PLAN AN EVENT**

* User can manage and plan the details for an event.
* User can specify type of event, event place and timings.
* Allows user to use and select/add vendors available (DJ, Stage, Foods, Lights, Sound).

1. **NOTIFYING CUSTOMER**

* All changes made to events details can be communicated to the customer via email at the will of the client

1. **BOOKING HISTORY**

* Shows all events managed by user.
* Helps in tracking the records.

**2.3 User Classes and Characteristics**

This software is mainly for the in-house use of the client’s organisation. This software is intended to be used by the employees of client. The employee section of the client’s organisation consists of designers, accountants, management team etc. All the employees concerned with the use of software for event planning purpose will be given login identifier and passwords or they will enter their own unique username during registration. This will help them in keeping the event details confidential and available only to concerned employees in the organisation.

The bills and abstract level costings generated will be used by accountants as an outline for the detailed bill preparation. This will also help them in keeping track and notifying customers about the payment made already and balance amount, if any. This will help in better estimation of agency profit and other business related factors involved.

Element sheets will be prepared by suggesting and selecting vendors from the available information in its database. This will help the management team to plan event within available time bounds with accuracy and in a cost efficient manner. The team of the client is efficient enough to manage and efficiently allocate the available resources and take into consideration the probable suggestions by the software for different aspects of event management.

**2.4 Operating Environment**

The main component of Event Planner Application being a web application is a compatible web browser. The rule for selecting hardware and software is that the components/applications must be functionally efficient, capable for interfacing with other software, and easy to maintain. The system is not graphics-intensive, so there are no practical hardware constraints. But this system is resource intensive since the application will have to interact with a huge amount of data that includes details of all events frequently. The Event Planner Database will be stored on the server using MySQL and will be interfaced with a query written from PHP.

The System shall operate with the following Web browsers: Microsoft Internet Explorer, Mozilla FireFox, Chrome, etc.

**2.5 Design and Implementation Constraints**

Creating a user interface which is both effective and easily navigable will pose a difficult challenge. Other constraints such as limited memory and processing power are also worth considering. Event Planner Application is meant to be quick and responsive, even when dealing with large number of events, so each feature must be designed and implemented with efficiency in mind.

It is required to test the applications using different connection speeds, screen setting, colours/graphics, and browsers.

* Portability: The application codes generated during prototyping may not run properly when re-hosting the data system to non Windows OS or transferring the data system to another location probably due to some missing drivers.
* Database Design: The database structure should be as complete as possible during the design stage but there should be room for modification without a large overhaul during later stage.

**2.6 User Documentation**

User Documentation is basically a document that helps the user get acquainted with the software. When the software is released, no one is aware of the way it operates. A lot of time can get wasted if each user sits down and explores each feature. Moreover, it is highly probable that the user, being unacquainted with the software, will end up doing something that will damage the information contained or cause data loss. It is also possible that the user will end up getting stuck somewhere with no way of rectifying the error. It is in such cases that user documentation comes handy.

A User Help Manual is therefore released with any new software that acquaints the user with the basic functionalities of the product. This can be used to solve common queries and provide solutions to common problems. It is also used to navigate through the application and generally includes a walkthrough of the basic features of the product.

**2.7 Assumptions and Dependencies**

Since the software is new and self-contained, it has not much dependencies on the previous version or any other technology. But there are certain assumptions that are to be made to accomplish the requirements stated in SRS document.

These are the some assumptions that can affect the requirements:

* Ability to read and understand English.
* Familiarity with the operation of the basic Graphical User Interface (GUI) components.
* Beyond the above, no further facility with computer technology can be assumed.
* Internet connection is a must.
* Each User must have a UserID and password that will be entered by the user once the user registers to it.

We are using some open source editors, MySQL Database and Operating systems(Linux, Windows). These tools or applications are openly available or everyone. We are using Notepad++ as editors, MySQL Database as database, Wordpress for Frontend Design/Development tool. So working of the project will be dependent on these tools.

1. **External Interface Requirements**

**3.1 Hardware Interfaces**

A PC connected to server via any communication medium is a must to access the web application from the user’s side.

**3.2 Software Interfaces**

This software is basically a web application so it can be used on almost all operating systems. For backend databases of the software, Mysql will be used. Inputs to the software will be in the form of texts for login username and passwords which will generate the output by opening the account and dashboard of the user. The user can do event plan editing which will include giving inputs in the form of texts for different requirement fields for the event. The output generated for this will be a tentative and editable event plan based on the requirements input given by the user. The software will also be given inputs of available budget and available inventory sources with the company. This will generate output in the form of a rough costing sheet to estimate the expected expenditure areas in the event. All the outputs will be generated in the suitable formats as required by the user of the software.The software will communicate via email service provider eg gmail to send notification to customer.

**3.3 Communication Interfaces**

There are some communication interfaces that will be required by this software. These communication interfaces will include e-mail with http protocol. The feature of notifying the customers of the client about the on-going progress of their event will require sending them an e-mail generated by the system about the same. This will be done by any browser that is compatible with php and javascript. The communication with the server will be achieved by using http protocol.

1. **System Features**

This includes all the features that are provided by our application.The functional requirements is divided into two main categories authentication and searching.

**4.1 Authentication**

**4.1.1 Sign Up**

**4.1.1.1 Description**

Every employee working with All About Ads will be required to create a separate account for accessing and altering the details of each event managed.

**4.1.1.2 Stimulus/Response Sequences**

Stimulus: The user requests to create a new account under the existing system.

Response: The system provides the user with a form to be filled that will ask for the basic details and employee code number and create new account.

**4.1.1.3 Functional Requirements**

The system will authenticate the user by checking the employee code number and create a new account for the user.

**4.1.2 Login**

**4.1.2.1 Description**

Every employee working with All About Ads will be required to login to his/her respective account (provided he/she has signed up) for accessing and altering the details of each event managed.

**4.1.2.2 Stimulus/Response Sequences**

Stimulus: The user enters his/her login id and password.

Response: The system provides appropriate access to the user’s account.

**4.1.2.3 Functional Requirements**

The system will take the user to his/her account.

**4.1.2 Password Recovery**

**4.1.2.1 Description**

The user will be able to retrieve the password in case of loss.

**4.1.2.2 Stimulus/Response Sequences**

Stimulus: The user enters the registered email id.

Response: The system sends a temporary password to that id for one time login purpose.

**4.1.2.3 Functional Requirements**

The system will provide the user with a temporary password that he/she can use to login once.

**4.2 Search**

**4.2.1 Name Search**

**4.2.1.1 Description**

The user will enter a name or part of the name of the event that he/she wishes to retrieve the details for.

**4.2.1.2 Stimulus/Response Sequences**

Stimulus: The user will enter name or part of the name in the search box.

Response: The system provides the user with a link to the event(s) of which the search keyword is a part or whole.

**4.2.1.3 Functional Requirements**

The system will have to return the link to the event(s) else provide with a

message that keyword was not found.

**4.2.2 Date Search**

**4.2.2.1 Description**

The user will select timeline (various options like date, month etc. will be available) of the event that he/she wishes to retrieve the details for.

**4.2.2.2 Stimulus/Response Sequences**

Stimulus: The user will select timeline from the provided calendar .

Response: The system provides the user with a link to the event(s) corresponding to appropriate timeline.

**4.2.2.3 Functional Requirements**

The system will have to return the link to the appropriate event(s) pertaining to the selected timeline else provide with a message that keyword was not found.

**4.2.3 Budget Search**

**4.2.3.1 Description**

The user will enter a range of the budget of the event that he/she wishes to retrieve the details for.

**4.2.3.2 Stimulus/Response Sequences**

Stimulus: The user will enter a range of the budget of event in search boxes.

Response: The system provides the user with a link to the event(s) having budget in that range.

**4.2.3.3 Functional Requirements**

The system will return the link to the event(s) lying in the specified budget range

else provide with a message that keyword was not found.

**4.2.4 Location Search**

**4.2.4.1 Description**

The user will enter the name of place or a part of the name of place of the event that he/she wishes to retrieve the details for.

**4.2.4.2 Stimulus/Response Sequences**

Stimulus: The user will enter name of place or part of the name of place in the search box.

Response: The system provides the user with a link to the event(s) of which the search keyword is a part or whole.

**4.2.4.3 Functional Requirements**

The system will have to return the link to the event(s) organised at the concerned location else provide with a message that keyword was not found.

**4.2.5 Vendor Search**

**4.2.5.1 Description**

The user will enter the name of vendor or work of vendor that he/she wishes to retrieve the details for.

**4.2.5.2 Stimulus/Response Sequences**

Stimulus: The user will enter name of vendor or work of vendor in the search box.

Response: The system provides the user with the details(contact no, cost, address) of the vendors.

**4.2.5.3 Functional Requirements**.

The system will have to return the link of the vendor and basic details about vend or else provide with a message that keyword was not found.

**4.3 Details of Events**

**4.3.1 Pitching Details**

**4.3.1.1 Description**

The user is provided with all the concerned documents like presentations, cost estimates, etc. for the concerned event.

**4.3.1.2 Stimulus/Response Sequences**

Stimulus: The user requests to view/edit the pitching details.

Response: The system provides the user with the details of the event or the editing form where the user can edit required details.

**4.3.1.3 Functional Requirements**

The system shall allow a user to view or edit the details depending on what the user wishes to do.

**4.3.2 Event Elements**

**4.3.2.1 Description**

All details like the list of vendors contacted, items used, videos and documentations made and photographs taken will be provided to the user for his/her perusal.

**4.3.2.2 Stimulus/Response Sequences**

Stimulus: The user requests to view or edit the event elements details.

Response: The system provides the user with the details of the event, the editing form where the user can edit required details.

**4.3.2.3 Functional Requirements**

The system shall allow a user to view, edit or download the details depending on what the user wishes to do.

**4.3.3 Costing Generation**

**4.3.3.1 Description**

The entire budget of the event is presented to the user. This will include the complete breakdown of the budget. Also, all the bills, cheques and proofs of payment will be available to the user.

**4.3.3.2 Stimulus/Response Sequences**

Stimulus: The user requests to view the budget or required payment proofs.

Response: The system provides the user with the monetary details of the event, or access the payment proofs

**4.3.3.3 Functional Requirements**

The system shall allow a user to view or edit the budget depending on what the user wishes to do.

**4.4 Create, edit or delete an Event**

**4.4.1 Description**

A new event can be created by entering details of customer, budget estimate, vendor list and other components and saved for further reference. One can edit these details and even delete them when not required.

**4.4.2 Stimulus/Response Sequence**

Stimulus: The user requests to create/edit/delete an event.

Response: The system provides the user a form where all the concerned components can be added/edited or an option to delete all records from the database.

**4.4.3 Functional Requirements**

The system shall allow an event to be created, saved, edited or deleted.

**4.5 Event Budget Estimation**

**4.5.1 Description**

Estimation of total budget of event according to resources needed in event and their costs. This differs from the event budgeting (See 4.3.3) in the sense that the client may not have gotten the contract for the event and may just be preparing an estimate to show the customer. The client need not create an entirely new event just for the sake of showing a tentative budget estimate.

**4.5.2 Stimulus/Response Sequence**

Stimulus: The user requests to generate the costing for their clients.

Response: The system provides the user with the total estimated expenses of the event.

**4.5.3 Functional Requirements**

The system shall allow the user to enter things to be used in an event and will generate estimated cost that customer will incur.

**4.6 Email Notification**

**4.6.1 Notification by Client**

**4.6.1.1 Description**

If there are any changes made by client during planning of customer’s event it will notify the customer. Any changes in requirements or planning will be conveyed to the customer.

**4.6.1.2 Stimulus/Response Sequences**

Stimulus: The client will make all the changes that are needed to be made in event planning and choose to notify the customer.

Response: After changes are made in event planning the client will be provided with two options ‘save’ and ‘save and notify’.

**4.6.1.3 Functional Requirements**

The ‘save’ will save the changes that are made in the event planning and ‘save and notify’ will save as well as notify customer about changes by sending an e-mail.

1. **Other Non Functional Requirements**

**5.1 Performance Requirements**

The application shall not take longer than 5 seconds to process a request. If the time required exceeds this amount, an error message shall be sent to the user in case some anomaly occurs.

**5.2 Safety Requirements**

It is necessary to ensure that the event details are not compromised. It is possible and highly probable that some other event management organization is bidding for the same event. In this case it becomes necessary to protect the ideas of the client and all possible innovations. For this reason it would be recommended to have a separate account for each employee that will ensure that the workings inside the client organization are not privy to any outsider. It is possible that an outsider might create an account so as to obtain knowledge about the events conducted by the client. To thwart any such malicious attempts, any user who creates an account will be validated by cross referencing it with the company database. Only those accounts having Employee Numbers registered with the company shall be allowed to function. To ensure that no outsider procures access to the account, a secure medium shall be used to reset the password in case of password loss.

**5.3 Security Requirements**

All data pertaining to the events shall be saved so as to avoid accidental loss of crucial information. The system must be prepared to recover after any crash that occurs. It is essential that the crucial data is written to a safe place so that data loss can be minimized.

**5.4 Software Quality Attributes**

**5.4.1 Usability**

* The system will be easy to use and does not require any special computer expertise.
* There will be user documentation that can be used in case help is required.

**5.4.2 Supportability**

* The application shall be supported by the commonly used versions of Web Browsers.

**5.4.3 Reliability**

* The system should be able to retrieve the required details as requested by the user.
* In the event that the user’s session times out, all the effects brought forth by the action should be negated if the action has not been completed and recorded if it has.
* Also, the system should be restored to the latest possible configuration in case of malfunction so as to provide ease of recovery.

**5.5 Design Constraints**

**5.5.1 Software Limitations**

* One of the software limitation is that to print cost budget document direct printing from software will not be available, user needs to save the document in an appropriate format for printing.
* Another software limitation is concerned with the notification feature. Customers will not get direct notification, they will get notified by the email service provider. For example, notifications are received from gmail when a mail arrives.

**5.5.2 Hardware Limitations**

The hardware limitations are defined by the limitations of the operating system and database management server.

**5.5.3 Other Constraints**

The system shall be designed in html, css, javascript, php, Mysql and techniques like ajax.

**Client Interview**

**Can you give us an overview, an introduction to the field of event management and advertising?**

Sure. Event management is something everyone does in their everyday life. Event management as an industry has boomed so much because a lot of innovation can be put in if you let someone who has an eye for creativity manage it for you. We do all sorts of events from media launches to industrial events. Everything. As far as advertising goes, we are all aware of what it does. Every information that is generated is transmitted via advertising. It is much more complex and interesting than it sounds. The work we do is mainly conceptual brain work. We do a lot of analysis in this field. We look at what trends exist today and predict what trends will will be at the top in 5 years time. We need to look at a lot of factors like consumer mentality, social acceptability, what appeals to the public etc. It is mainly brain work and creativity.

**For our project, we need to understand thoroughly the issues you face while working. Would you mind enumerating a few that could be solved with the aid of technology?**

The biggest problem that every event management company in India faces is that although the industry has grown like anything, we have limited software aid. A huge majority of work that we do can be organised and planned very efficiently using some kind of software or technology. This is one part where the industry seriously lags. We could achieve so much if given proper assistance. This condition is mainly in India, it does not happen outside. So we need to come up with something that will ensure that our time is not spent in trivial tasks like keeping a track of the events we manage and taking care of accounts and all so that we can divert our energies to making the event better!

**Could you please explain the process that you go through while managing a particular event?**

Suppose we need to organise a city fair. Now a fair has all kinds of elements like amusement rides, food stalls and etc. The consumer gives us the area and we are expected to manage everything in that. We first create a basic layout and then proceed to the detailed layouts of each sector (food area, rides area, etc). We take care of everything from the entrance designs to area division and creating layouts etc. With the basic plan ready we determine the approximate cost and present it to the customer along with all the recommendations and suggestions that we have to make. We give him a complete idea about all the different ways in which we can organise the event. This stage is called the pitching state where we present our proposal to the customer and on the basis of cost and innovation we negotiate and the customer accepts the proposal and formally gives us the contract. The initial step is creating a layout. For that we have adequate resources and manpower. The actual difficult situation arises when we start micro managing the details. Of course that is no big difficulty either. We have been managing it all till now but it would be a real advantage if that is taken care of.

**Sir, we would like to know in great detail what all you expect from our product?**

Firstly, while managing the minute details of the event we need to search and go through different files for selecting the people appropriate for the work. So if I start planning an event, I will get a list of all possible vendors of different elements like florists, decorators, all manpower associated with security, caterer options, people dealing with fabrication; everyone that we have worked with in the past so that it saves a lot of time and effort looking through brochures and files. I should get the details of each and every florist whose card I have so that I can compare and make a choice. This will be very helpful as it will save a lot of time and we will not leave any option out.

Secondly, suppose I make major changes to the event plan, I have to keep calling the customer and check with him constantly if it is according to his preference or not. So I want an option that will directly notify the customer saying xyz changes have been made by the organisers and he can have a look and confirm immediately. You can send a notification via phone or even better via an email so that we both have a formal record with us.

Also, once an event is done with I want one complete folder stored in my system where i will get everything related to the event. If I want to see what caterer I gave the contract to for a media launch I don’t have to look anywhere else. Everything about the event stored in one place. Right from the documents we prepare for pitching the idea, to the contracts we give while managing the event, everything in one place. All photographs taken, all videos made about the event, all publicity activities undertaken, everything at one place.

Apart from this, it would be really good if the event details are somehow contained inside the company. It is a highly competitive industry and any innovative idea we come up with we guard most zealously. So, if you could make sure that the event details are not accessible by anyone else. Even now we take care of confidentiality and everything but this would be a good thing to integrate into your project.

And, finally the costing and bills should be properly stored and saved. Our bank accountants will take care of the actual money procuring and all but we need all monetary proofs of bills paid, contracts given, advance payments made everything in one place stored safely because this is something we need to use for a lot of other things.