



EVENTINI

FOOD & BEVERAGE

The smartphone screen shows a food vendor profile for "Mazorca Tacos". The top half of the screen displays a close-up image of several tacos filled with meat, cheese, and salsa. Below the image, the vendor's name "Mazorca Tacos" is displayed in bold black text, followed by the subtitle "Mexican Cuisine · Milwaukee, WI". A rating of "★ 5.0 · 9 reviews" is shown. The vendor's profile picture, a circular photo of a man, is visible next to the name "Jesus Gonzalez · Owner". Below the profile picture, it says "Verified Food Vendor · 5+ years catering". The vendor offers Mexican Cuisine, has a \$1800 minimum order, and is available as a Food Truck. The starting price is listed as "\$1,800 starting price". A "Book" button is at the bottom right, and a note about strict cancellation is at the bottom left.

PROVIDER ONBOARDING MANUAL



STEP 1

6:37 86%

X

What type of entertainer are you?

Select all that apply

DJ	Musician
Band	Singer/Vocalist
Magician	Comedian
Dancer	Clown
Emcee/MC	Other

Continue

SELECT TYPE

Choose Food & Beverage if your business offers food or drink services such as food trucks, catering, bars, or beverage concepts. This helps us customize your setup and booking experience.



STEP 2

The smartphone screen displays a list of service categories with corresponding icons:

- Full-Service Catering (fork and knife icon)
- Food Truck (bus icon)
- Drop-Off Catering / Meal Trays (cube icon)
- Pop-Up / Market Stall (storefront icon)
- Specialty Beverage Provider (drinking glass icon)
- Packaged Goods / Grab & Go (shopping bag icon)
- Beverage Truck / Trailer (beer mug icon)
- Pop-Up Bar / Cart (drinking glass icon)

A large "Continue" button is located at the bottom of the screen.

WHICH SERVICE WILL YOU

PROVIDE?

Select the service(s) you offer, such as food truck, catering, pop-ups, or beverage services. Choose all that apply, then tap Continue to move forward.



EVENTINI

STEP 3

The image shows a smartphone screen with a black border. At the top, the time is 3:56 and there are signal, Wi-Fi, and battery icons. Below the status bar, there is a back arrow icon. The main content area has a white background with a gray header. The header text reads "Where will you offer your service?". Below the header is a light gray rounded rectangle containing a bus icon and the text "Food Truck". To the right of this is a smaller input field with a location pin icon and the placeholder text "Enter your city". At the bottom of the screen is a large, rounded, light gray button labeled "Next".

WHERE WILL YOU OFFER

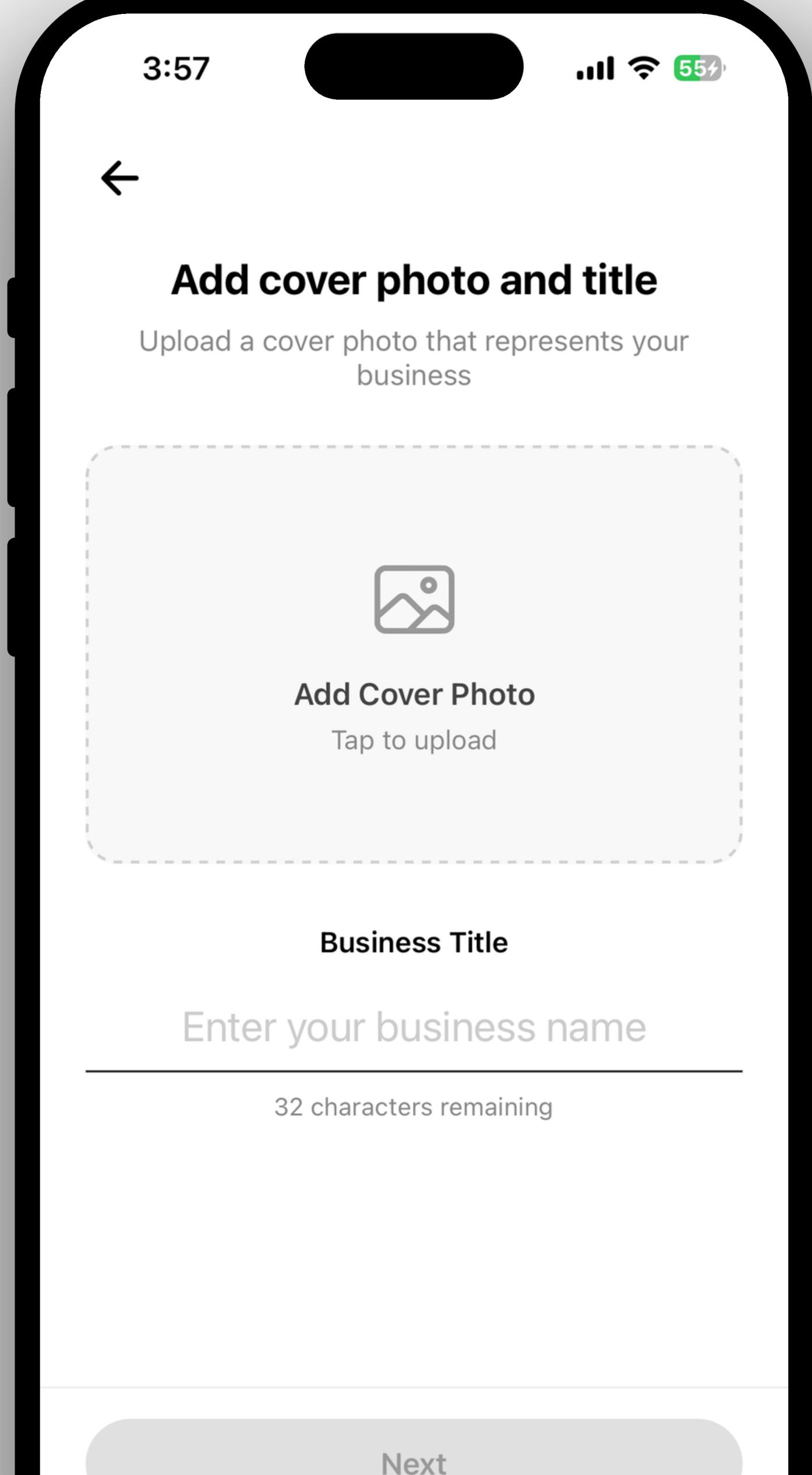
YOUR SERVICE?

Confirm how you operate and enter the primary city where you provide services. This helps match you with events in your area.



EVENTINI

STEP 4



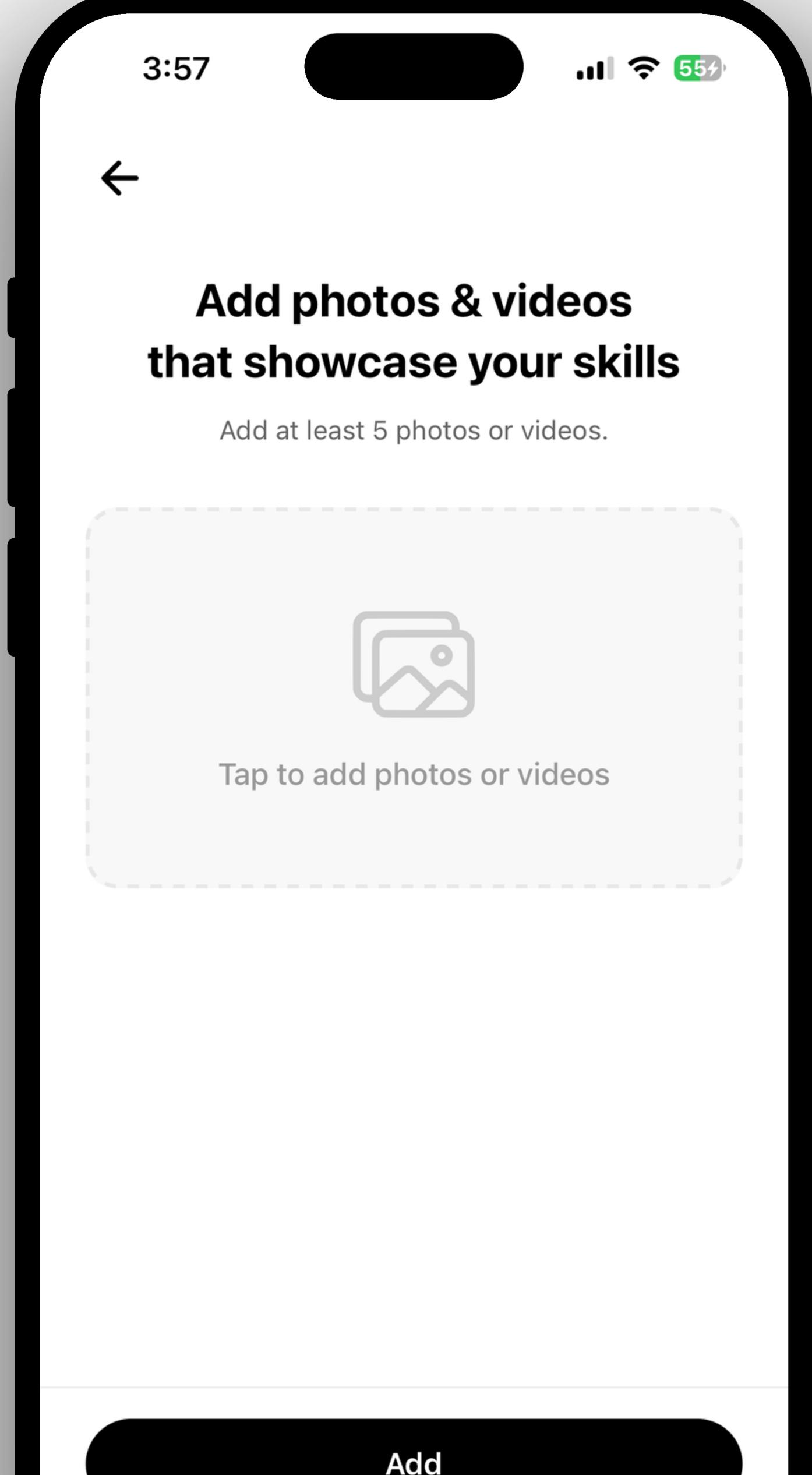
ADD COVER PHOTO AND TITLE

Upload a cover photo that represents your business and enter your business name. This is the first impression hosts will see on your profile.



EVENTINI

STEP 5



ADD PHOTOS & VIDEOS

Upload at least five photos or videos that showcase your food, setup, and service style. Strong visuals help hosts understand your quality and experience.



EVENTINI

STEP 6

The image shows a smartphone screen with a white background. At the top, there's a status bar with the time '3:58', signal strength, Wi-Fi, and battery level (56%). Below the status bar is a black navigation bar with a back arrow on the left and a circular icon with a bus symbol in the center. The main content area has a light gray background. At the top, it says 'Share your qualifications' in bold black font, followed by the subtitle 'Help guests get to know you.' in smaller gray font. Below this, there are four sections, each starting with a plus sign and a category name, followed by a sub-label in gray and a right-pointing arrow. The sections are: 'Years in Business' (sub-label: 'Add your experience level'), 'Minimum Sales Guarantee' (sub-label: '\$500'), 'Cuisine' (sub-label: 'Add your cuisine types'), and 'Food Truck Dimensions' (sub-label: 'Add your truck dimensions'). At the bottom of the screen is a large, rounded rectangular button with the word 'Next' in the center.

- + **Years in Business** >
Add your experience level
- + **Minimum Sales Guarantee** >
\$500
- + **Cuisine** >
Add your cuisine types
- + **Food Truck Dimensions** >
Add your truck dimensions

Next

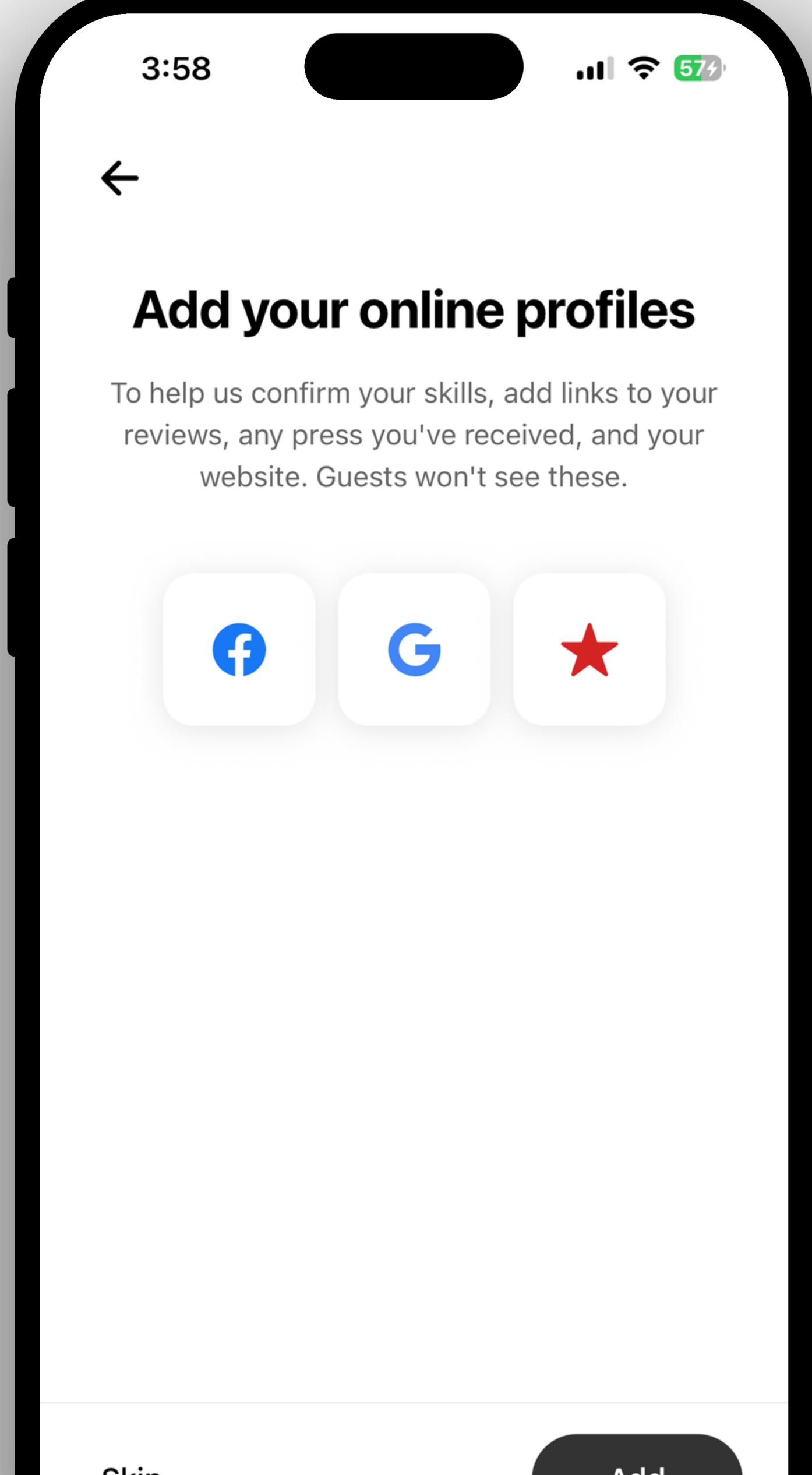
SHARE YOUR QUALIFICATIONS

Add key details that help hosts understand your experience and requirements, including years in business, minimum sales guarantee, cuisine type, and food truck dimensions. This information helps set clear expectations before booking.



EVENTINI

STEP 7



ADD YOUR ONLINE PROFILES

Optionally link your website, reviews, or press coverage to help us verify your business. Guests won't see these links, but they help strengthen your profile. You can skip this step if needed.



EVENTINI

STEP 8

3:58 ⚡ 57%

←

Let us know a bit more about you

What's your residential address?
Guests won't see this information.

Country / region United States	▼
Street address	
Apt, suite, unit (if applicable)	
City / town	
State / territory	
ZIP code	

Next

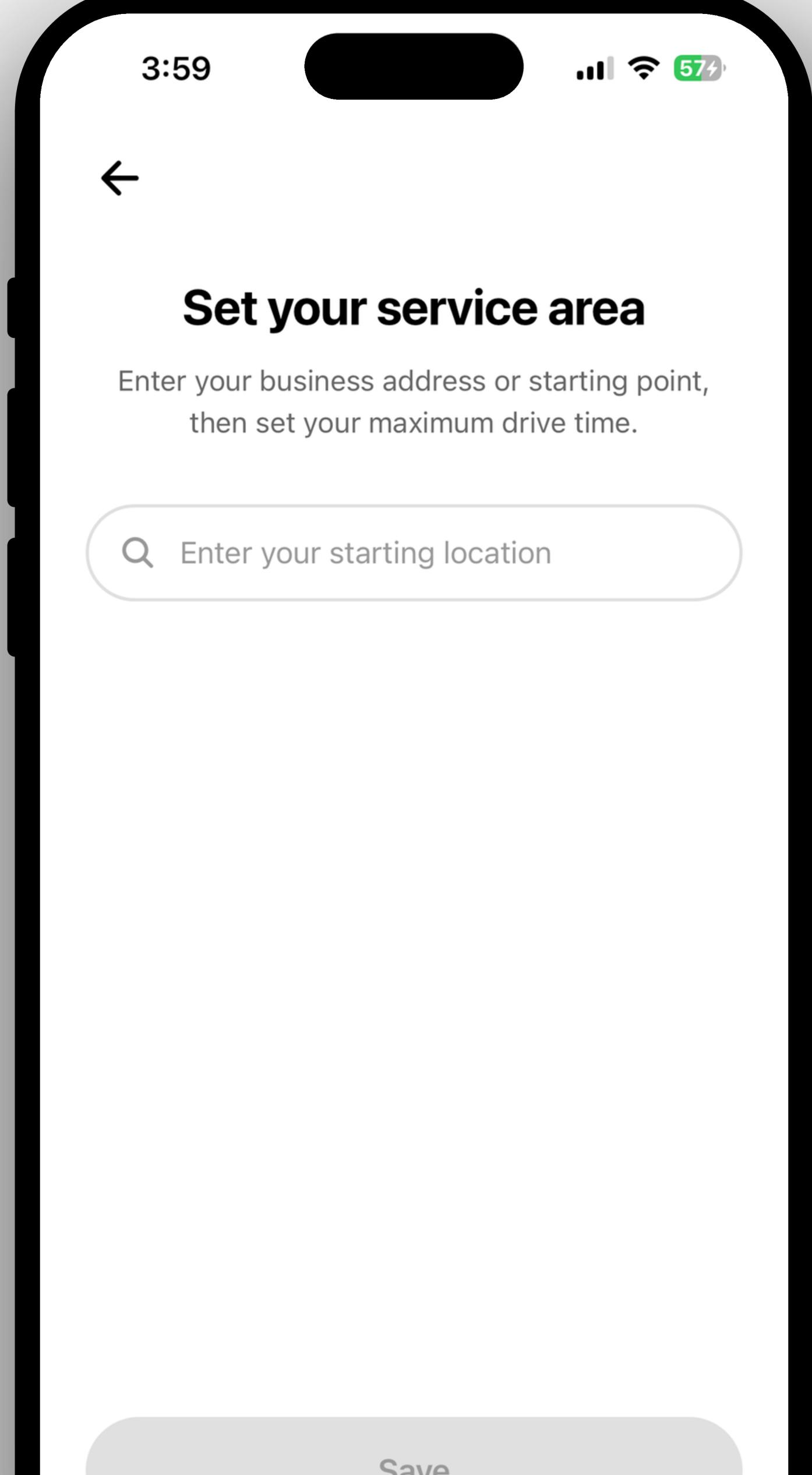
RESIDENTIAL ADDRESS

Enter your residential address for verification purposes only. This information is private and will not be visible to guests or hosts.



EVENTINI

STEP 9

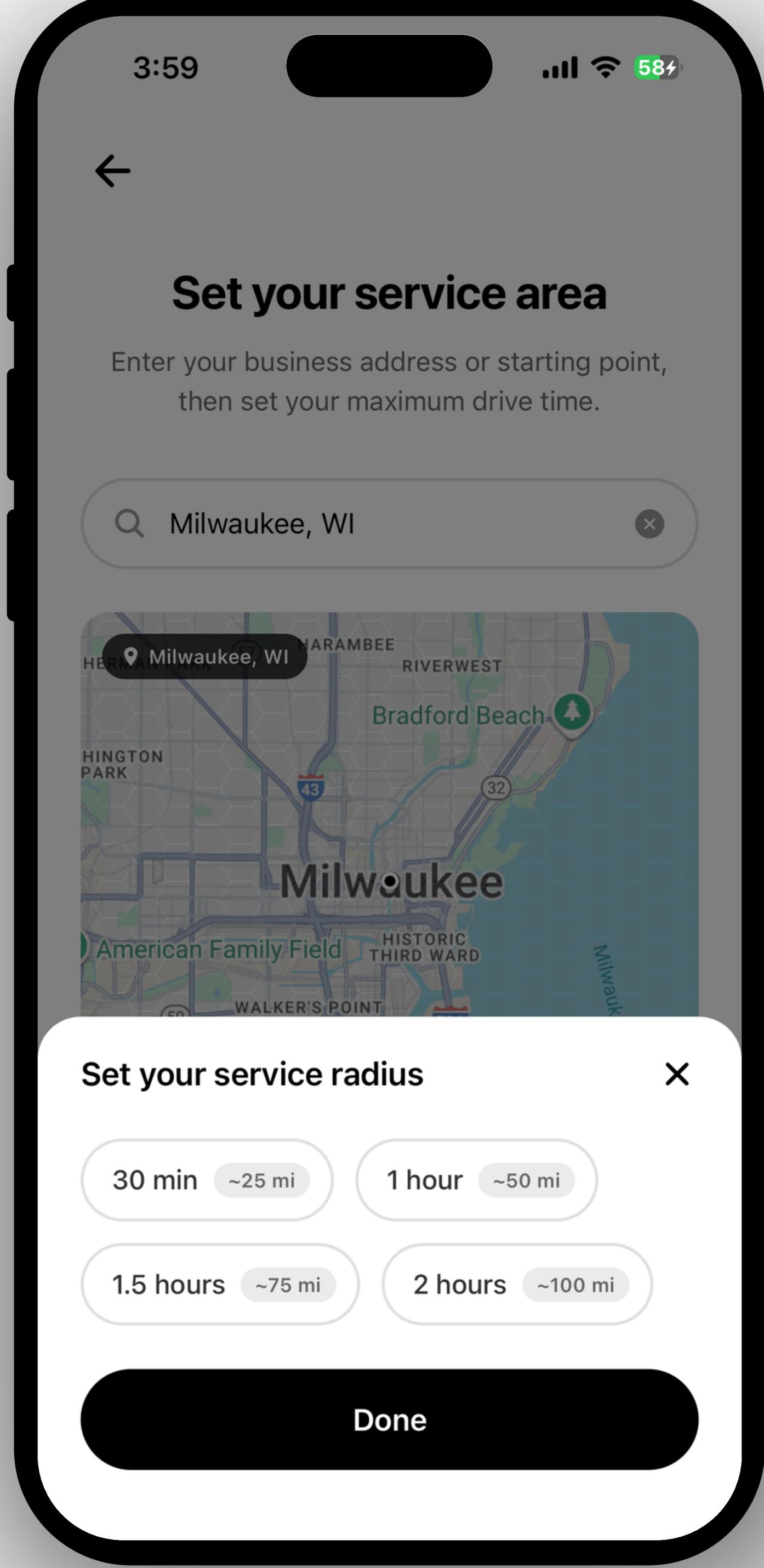


SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



STEP 10



SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



EVENTINI

STEP 11

The image shows a smartphone screen with a black border. At the top, there is a status bar with the time '3:59', signal strength, Wi-Fi icon, and a battery level at 58%. Below the status bar, there is a back arrow icon. The main content area has a light gray background. At the top, it says 'Menu Management'. Below that, a question 'How would you like to create your menu?' is displayed. There are two main options: 'Enter Manually' and 'Build with AI'. Each option has a description and a right-pointing arrow. At the bottom of the screen, there is a 'Skip for now' link and a large, rounded rectangular button labeled 'Continue'.

3:59

STEP 11

Menu Management

How would you like to create your menu?

Enter Manually

Type items, prices, and categories yourself. >

Build with AI AI

Upload a menu (PDF or image) and we'll auto-create items. >

Skip for now

Continue

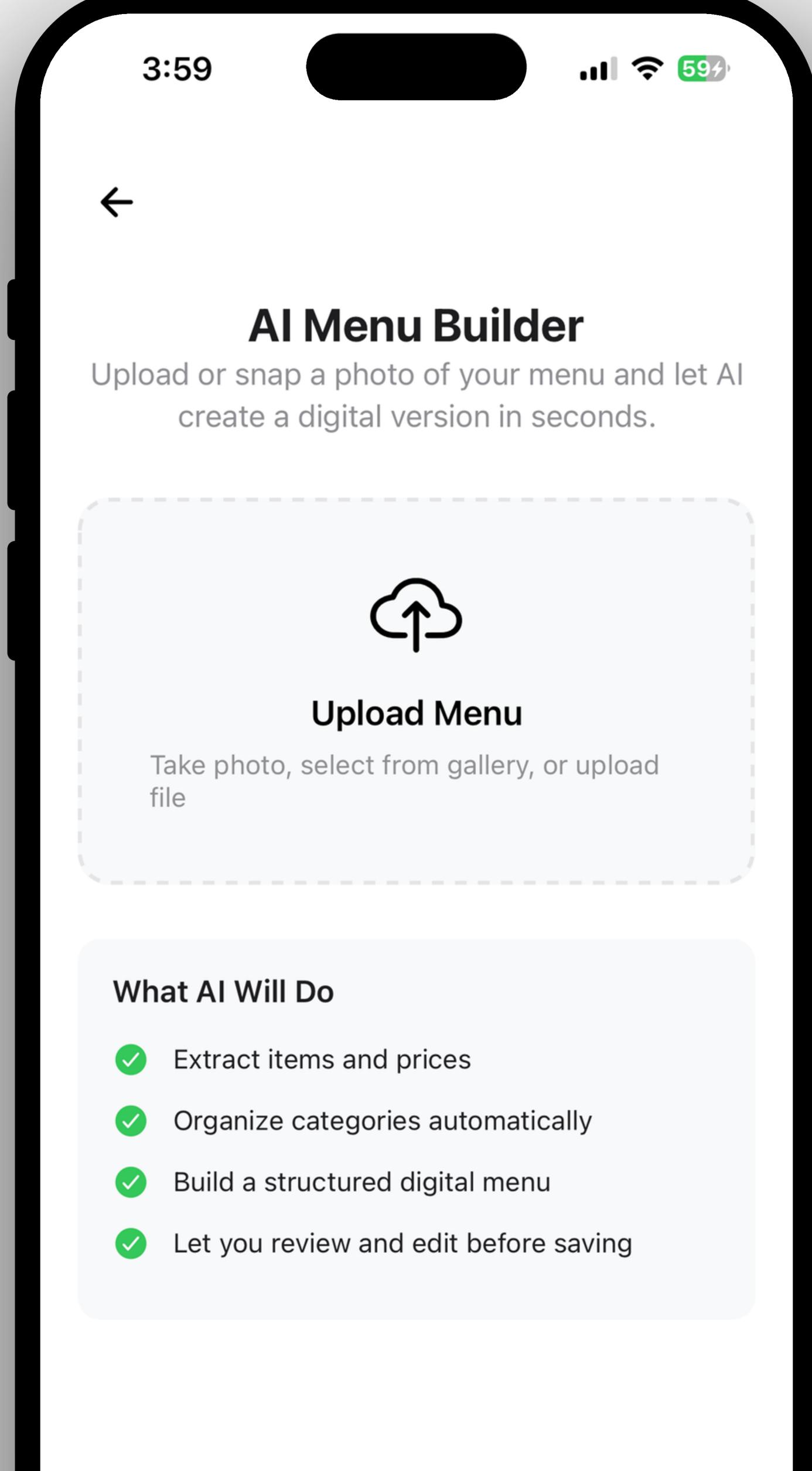
MENU MANAGEMENT

Choose how you'd like to create your menu. You can enter items manually or use AI to upload a menu and generate items automatically. You may skip this step and return later.



EVENTINI

STEP 12



AI MENU BUILDER

Upload or take a photo of your menu and let AI create a digital version for you. You'll be able to review, edit, and adjust everything before saving. This tool is only available for à la carte menus—**catering menus must be entered manually**.



EVENTINI

STEP 13

The smartphone screen shows a notification bar at the top with the time 4:00, signal strength, Wi-Fi, and battery level at 60%. Below the bar is a white card with a close button (X) in the top-left corner. In the center is a lightbulb icon inside a circle. The main content area has a heading "Pricing tip" and a sub-heading "Increase your prices by 15%". A text block explains: "To help you keep your margins strong, we encourage providers to increase their menu and package prices by 15%." Another text block states: "This small adjustment ensures you fully cover the Eventini service fee without reducing your profit." A section titled "Most providers choose this because:" lists three reasons with checkmarks:

- ✓ Your payout stays the same — no surprise deductions
- ✓ Your menu remains competitive while protecting your margins
- ✓ Guests rarely notice the difference, but you'll feel it in every payout

A large "Got it" button is at the bottom of the card.

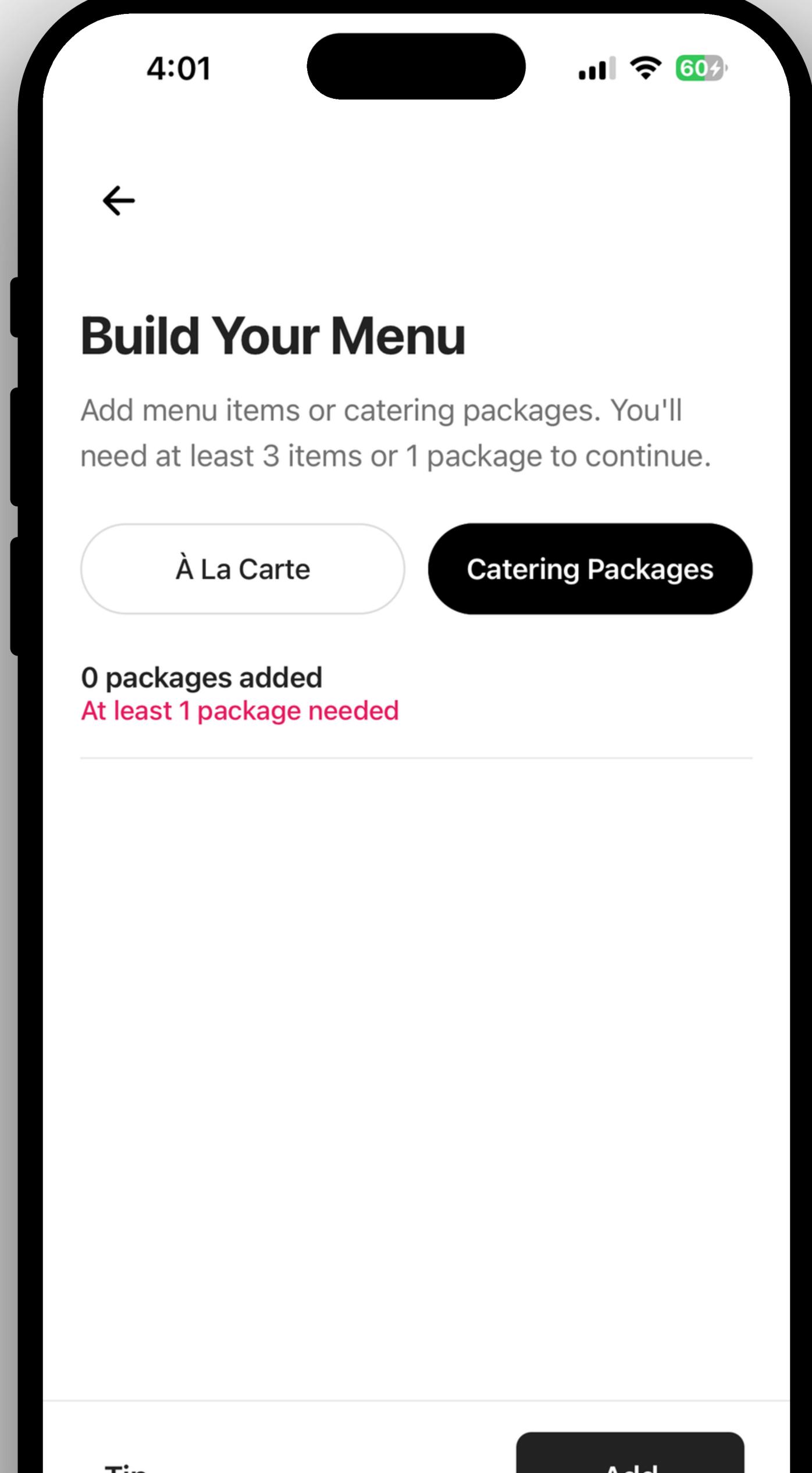
PRICING TIP

We recommend increasing menu prices by 15% to cover the Eventini service fee while keeping your payout the same. Most guests don't notice the difference, but it helps protect your margins.



EVENTINI

STEP 14



BUILD YOUR MENU

Add individual menu items or catering packages. You'll need at least three items or one package to continue. Packages are recommended for private events.



STEP 15

The image shows a smartphone screen with a white background. At the top, there is a dark grey header bar with the time '4:01' and signal strength indicators. Below the header is a large white area containing a circular placeholder for an image, with a small 'X' icon in the top-left corner of the white area. In the center of the white area, the text 'Add package details' is displayed in bold black font, followed by a subtitle 'Create a complete catering package for your guests.' in a smaller, lighter gray font. Below this, there is a list of five items, each with a plus sign and a right-pointing arrow: 'Package name & description' (with a sub-instruction 'Enter package details'), 'Menu items' (with a sub-instruction 'Add food items to this package'), 'Selection rules' (with a sub-instruction 'Set selection requirements'), 'Add-ons' (with a sub-instruction 'Optional extras for guests'), and 'Beverages' (with a sub-instruction 'Add drink options'). At the bottom of the white area, there are two buttons: a 'View' button on the left and a 'Save Package' button on the right, both in a light gray color.

- + **Package name & description** >
Enter package details
- + **Menu items** >
Add food items to this package
- + **Selection rules** >
Set selection requirements
- + **Add-ons** >
Optional extras for guests
- + **Beverages** >
Add drink options

[View](#) [Save Package](#)

ADD PACKAGE DETAILS

Create a complete catering package by adding a name, description, menu items, selection rules, add-ons, and beverage options. Once complete, save the package to make it available for booking.



EVENTINI

STEP 16

The image shows a smartphone screen with a black border. At the top, the time is 4:08, there are signal and battery icons, and a back arrow icon. The main content area has a white background with a dark grey rounded rectangle at the bottom containing a 'Get Started' button. The text 'Tell us about your flexibility' is centered above two sections. The first section, 'Community Impact', features a heart icon and text about flexibility for nonprofits. The second section, 'High Volume', features a double arrow icon and text about special terms for frequent hosts.

4:08

STEP 16

Tell us about your flexibility

Help us match you with the right hosts by answering a few questions about your preferences.

Community Impact

Your flexibility for nonprofits and charitable events

High Volume

Special terms for hosts who book frequently

Get Started

TELL US ABOUT YOUR

FLEXIBILITY

Answer a few quick questions to help us match you with the right hosts. Your responses set preferences for nonprofit, community, and high-volume bookings.



EVENTINI

STEP 17

The smartphone screen displays a survey interface. At the top, it shows the time as 4:08, signal strength, Wi-Fi, and battery level at 69%. Below the header, there is a navigation bar with a back arrow and five dots indicating the current step. A category tab labeled "Community Impact" with a heart icon is visible. The main section is titled "Vendor DNA" and is identified as "Question 1 of 6". The question text reads: "I'm open to reducing my minimum for nonprofits that align with my values." Two buttons are present: "No" (light gray) and "Yes" (dark gray). Below the question, there is a slider for setting a reduced minimum. The current value is set at \$1500, with "\$0" on the left and "\$1800" on the right. A "Continue" button is located at the bottom of the screen.

COMMUNITY IMPACT –

REDUCED MINIMUMS

Indicate whether you're open to lowering your minimum guarantee for nonprofits that align with your values. If yes, set a reduced minimum you're comfortable with.



STEP 18

A smartphone screen displays a survey question. The top bar shows the time as 4:08 and battery level at 69%. The title "Community Impact" is preceded by a heart icon. The main section is titled "Vendor DNA" and indicates "Question 2 of 6". The question text is "I can waive minimum guarantees for worthy causes." with two response buttons: "No" (black background) and "Yes" (white background). A large "Continue" button is located at the bottom of the screen.

COMMUNITY IMPACT – WAIVING MINIMUMS

Let us know if you're willing to waive minimum guarantees entirely for worthy causes. This is optional and only applies when you choose to accept these events.



EVENTINI

STEP 19

The image shows a smartphone screen displaying a mobile application interface. The top status bar indicates the time is 4:08 and the battery level is at 69%. Below the status bar, there is a navigation bar with a back arrow and a five-dot progress indicator. A category badge labeled "Community Impact" with a heart icon is visible. The main content area has a title "Vendor DNA" and a subtitle "Question 3 of 6". A large text box contains the question: "I offer discounted menu pricing for nonprofits or community events." Below the question are two buttons: "No" (light gray) and "Yes" (dark gray). Further down, a section asks "What discount would you offer?" with a default value of "10%" in a black button. A slider scale ranges from "0%" to "30%", with the slider dot positioned near the 10% mark. At the bottom of the screen is a large, rounded "Continue" button.

COMMUNITY IMPACT –

DISCOUNTED PRICING

Choose whether you offer discounted menu pricing for nonprofit or community events. If yes, select the percentage discount you'd like to apply. You always have the final say before a discount is applied to a booking.



EVENTINI

STEP 20

The image shows a smartphone screen with a white background. At the top, there is a black header bar with rounded corners. On the left side of the header is the time '4:09'. On the right side are icons for signal strength, Wi-Fi, and battery level (69%). Below the header is a navigation bar with a back arrow on the left and five dots in the center, with the third dot filled black. Underneath the navigation bar is a button with a heart icon and the text 'Community Impact'.

Vendor DNA

Question 4 of 6

I occasionally provide pro bono services for special causes.

No Yes

Continue

COMMUNITY IMPACT – PRO BONO SERVICES

Indicate whether you occasionally provide pro bono services for special causes. This helps hosts understand your flexibility but does not obligate you to accept requests—final approval is always yours.



EVENTINI

STEP 21

The smartphone screen displays the Eventini app's "High volume partner opportunities" section. At the top, the time is 4:09, and there are signal, Wi-Fi, and battery icons. A back arrow is on the left. The main title "High volume partner opportunities" is bolded, with an info icon (i) next to it. Below the title is a subtitle: "Build lasting relationships with hosts who book regularly for recurring events." Two rounded rectangular boxes contain "Recurring Bookings" (with a calendar icon) and "Long-term Partnerships" (with a people icon). Both boxes have descriptive text below them. At the bottom of the screen is a large black "Continue" button.

High volume partner opportunities

Build lasting relationships with hosts who book regularly for recurring events.

Recurring Bookings

Special terms for hosts with regular events

Long-term Partnerships

Flexible pricing for valued repeat customers

Continue

HIGH-VOLUME PARTNER OPPORTUNITIES

Review options for working with hosts who book frequently or run recurring events. These settings help build long-term, reliable relationships, and you maintain full control over which opportunities you accept.



EVENTINI

STEP 22

The smartphone screen displays a modal window. At the top left is a back arrow, and at the top right are signal, Wi-Fi, and battery icons. The title "High volume partner opportunities" is centered above a descriptive text: "Build lasting relationships with hosts who book regularly for recurring events." A white callout box contains the question "What is a High-Volume Host?" followed by two paragraphs of text: "A high-volume host has a track record of strong attendance and reliable attendance estimates. This allows providers to plan inventory and staffing more accurately—reducing risk and increasing revenue." At the bottom of the callout is a close button (an 'X'). Below the callout is a "Continue" button.

4:10

High volume partner opportunities

Build lasting relationships with hosts who book regularly for recurring events.

What is a High-Volume Host?

A high-volume host has a track record of strong attendance and reliable attendance estimates. This allows providers to plan inventory and staffing more accurately—reducing risk and increasing revenue.

Continue

WHAT IS A HIGH-VOLUME HOST?

A high-volume host is an organization, office building, or nonprofit that plans recurring or well-organized events and provides accurate attendance estimates. While these hosts may not have a budget to guarantee a minimum, their reliable turnout allows providers to plan inventory and staffing with confidence and still achieve strong sales. High-volume hosts offer consistent, low-risk opportunities based on accurate attendance and repeat business rather than guaranteed minimums.



EVENTINI

STEP 23

The image shows a smartphone screen with a white background and a black border. At the top, the time is 4:09, there are signal and battery icons, and a back arrow. Below this is a navigation bar with five dots, the fourth one being black. A button labeled "High Volume Partners" with a gear icon is visible. The main content area has a light gray background. The title "Vendor DNA" is at the top, followed by "Question 5 of 6". A question card contains the text: "Would you consider reducing your minimum guarantee for a high-volume host?". Two buttons are below: "No" (gray) and "Yes" (black). A slider for setting a reduced minimum is shown, with "\$1500" highlighted in a black box. The slider scale ranges from "\$0" to "\$1800". At the bottom is a large black "Continue" button.

High Volume Partners

Vendor DNA

Question 5 of 6

Would you consider reducing your minimum guarantee for a high-volume host?

No Yes

Set reduced minimum \$1500

\$0 \$1800

Continue

HIGH-VOLUME HOSTS – REDUCED MINIMUMS

Choose whether you'd consider lowering your minimum guarantee for high-volume hosts. If yes, set a reduced minimum that reflects the value of repeat business. You'll always approve terms before confirming a booking.



STEP 24

A smartphone screen displays a survey interface. The top bar shows the time as 4:09 and battery level at 70%. Below the bar, there is a back arrow, a series of five dots indicating steps, and a "High Volume Partners" category indicator. The main content area is titled "Vendor DNA" and "Question 6 of 6". A central question is framed in a light gray box: "I would waive my minimum guarantee entirely for a high volume partner?". Two buttons are visible: "No" (gray) and "Yes" (black). At the bottom of the screen is a large, dark "Finish" button.

HIGH-VOLUME HOSTS – WAIVING MINIMUMS

Indicate if you'd waive your minimum guarantee entirely for trusted, high-volume partners. This option is only applied when you choose to accept the booking.



EVENTINI

STEP 25

A smartphone mockup displays the 'Just a Few More Details' screen from the Eventini app. The screen shows three expandable sections: 'RSVP Change Deadline', 'Business Traits', and 'Dietary Specialties'. Each section has a plus sign icon on the left and a right-pointing arrow on the right. Below each section, there is a placeholder text: 'Set your deadline', 'Add your business traits', and 'Add your dietary specialties' respectively. At the bottom of the screen is a large, rounded rectangular button labeled 'Next'.

4:10

STEP 25

Just a Few More Details

These help hosts plan ahead.

+ RSVP Change Deadline >
Set your deadline

+ Business Traits >
Add your business traits

+ Dietary Specialties >
Add your dietary specialties

Next

JUST A FEW MORE DETAILS

Set how far in advance hosts can change guest counts so you can plan inventory and staffing with confidence. Highlight what sets your business apart and let hosts know which dietary needs you can accommodate to ensure better-matched bookings.



EVENTINI

STEP 26

A smartphone mockup displays a booking application interface. The screen shows the title "Cancellation Policy & Deposit" with a subtitle "Set your booking terms." Below this, two sections are listed: "Cancellation Policy" and "Deposit Due at Booking". Each section has a plus sign icon, a title, and a subtitle. At the bottom of the screen is a large, rounded rectangular button labeled "Next". The phone's status bar at the top shows the time as 4:10 and battery level as 71%.

4:10

STEP 26

Cancellation Policy & Deposit

Set your booking terms.

+ Cancellation Policy >
Select your cancellation policy

+ Deposit Due at Booking >
Select deposit amount

Next

CANCELLATION POLCIY &

DEPSOIT

Loreum ipsum dolor sit amet, consectetur adipiscing elit. Praesent tempor, ligula id commodo tincidunt, ante nisi facilisis justo, ut faucibus dui est vel nisi. Praesent vehicula ex eget mauris imperdiet consequat. Cras massa dolor, faucibus facilisis enim at, eleifend viverra tellus.



EVENTINI

STEP 27

The smartphone screen displays the 'Review requirements' step. At the top, it shows the time as 4:10 and battery level at 71%. A back arrow is visible on the left. The main heading 'Review requirements' is bolded. Below it, a sub-section titled 'Requirements and terms' is shown. The text explains that the user has read, understood, and agreed to the services terms, host cancellation policy, and cancellation policies for services and experiences, and also acknowledged the privacy policy. It also states that by selecting 'I agree', the user authorizes Eventini to conduct quality and standards checks and attests that they and third parties used in experiences and services will maintain all necessary licenses, authorizations, and customary commercial liability insurance. The user is also attesting to complying with services standards and requirements. At the bottom of the screen is a large black button labeled 'I agree'.

4:10

71%

←

Review requirements

Confirm that your listing meets our standards and requirements.

Requirements and terms

You have read, understand, and agree to the [services terms](#), [host cancellation policy](#) for services and experiences, and [cancellation policies](#) for services and experiences. You also acknowledge the [privacy policy](#).

By selecting "I agree", you authorize Eventini to conduct [quality and standards checks](#) and you attest that you and third parties used in experiences and services will maintain all necessary licenses, authorizations, and customary commercial liability insurance.

You attest that you will comply with the [services standards and requirements](#), all laws and other requirements that apply to your offering, including those specific to:

I agree

REVIEW REQUIREMENTS

Confirm that your listing meets our standards and that you maintain required licenses and insurance if applicable.



EVENTINI

STEP 28

The smartphone screen displays the 'Review Listing' step for a business named 'Mazorca Tacos' located in Milwaukee, WI. The screen shows a thumbnail image of two people standing in front of a food truck. Below the image, the business name 'Mazorca Tacos' and location 'Milwaukee, WI' are displayed. A section titled 'BUSINESS INFORMATION' lists three items: 'Service Type' (Food Truck), 'Location' (Milwaukee, WI), and 'Listing Details' (Mazorca Tacos). At the bottom of the screen is a large black button labeled 'Link Account G'. Below the button, a small note states: 'By submitting, I agree to the [Services terms](#) and attest all details are accurate.'

LINK YOUR GOOGLE ACCOUNT

Connect your Google account to verify your business and complete your listing. This helps build trust with hosts and makes it easier to manage bookings and updates.



EVENTINI

STEP 29

The smartphone screen displays the 'Review Listing' step of the application process. At the top, the time is 4:11 and the battery level is 72%. The title 'Review Listing' is centered above a large thumbnail image of two people standing in front of a food truck. Below the thumbnail, the business name 'Mazorca Tacos' and location 'Milwaukee, WI' are displayed. Under 'BUSINESS INFORMATION', there are three sections: 'Service Type' (Food Truck), 'Location' (Milwaukee, WI), and 'Listing Details' (Mazorca Tacos). A large 'Submit Application' button with a checkmark is at the bottom, and a note about agreeing to service terms is at the very bottom.

4:11

Review Listing

Mazorca Tacos

Milwaukee, WI

BUSINESS INFORMATION

Service Type >
Food Truck

Location >
Milwaukee, WI

Listing Details >
Mazorca Tacos

Submit Application ✓

By submitting, I agree to the [Services terms](#) and attest all details are accurate.

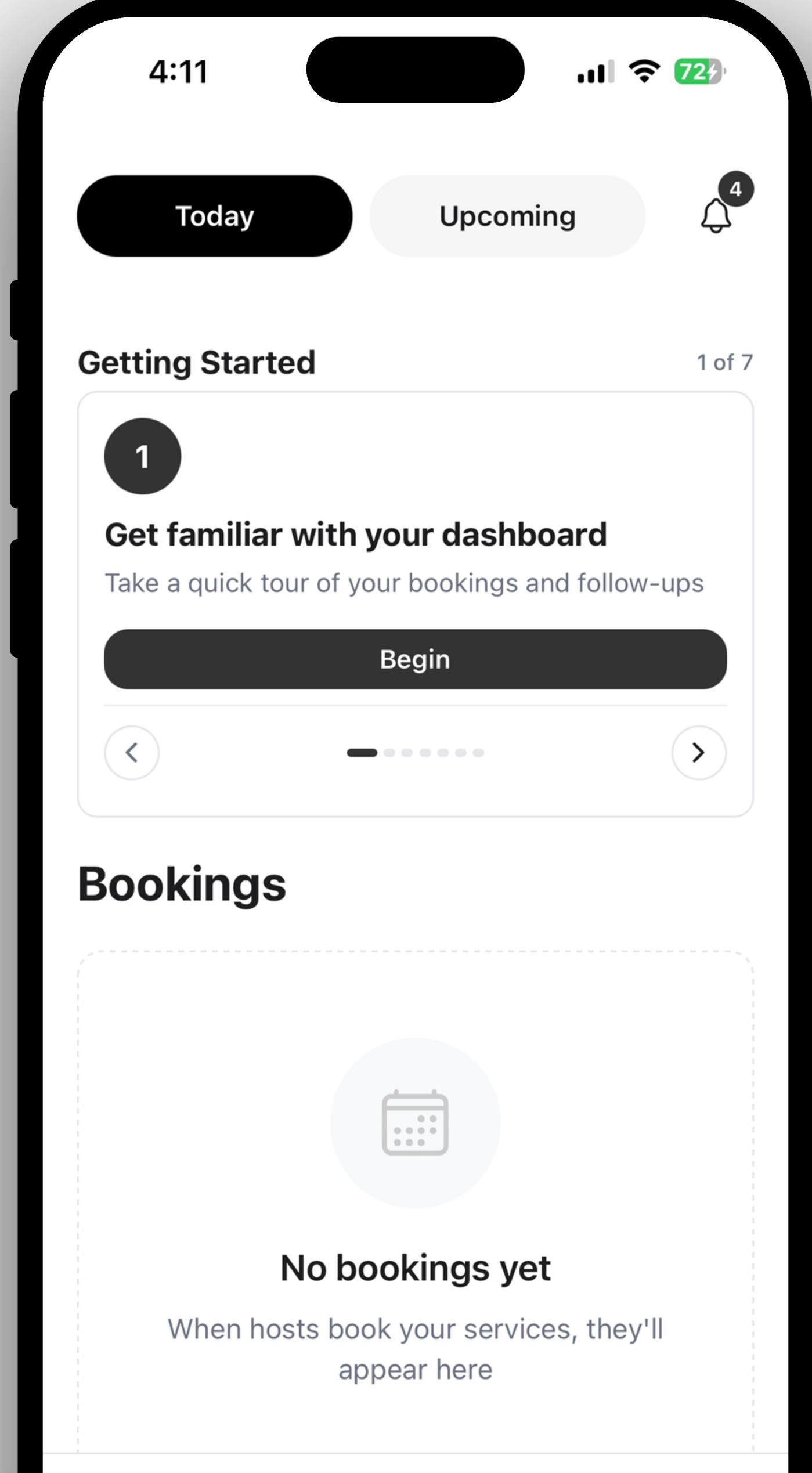
SUBMIT APPLICATION

Double-check your details before submitting. You can edit anything later.



EVENTINI

STEP 1 - DASH



GETTING STARTED

Tap Begin to start a short tutorial that walks you through bookings, messages, and follow-ups.