



EVENTINI

VENUE

The smartphone screen shows a venue listing for "Skylight Social". The listing includes a profile picture of Jaden Brozynski, a "Certified Venue Manager". It highlights that the venue is open for community gatherings and overlooks the city. The venue has a capacity of 150 people and 1200 sq ft of space. The price is listed as \$150 per hour, with a note about very flexible cancellation. A "Book" button is visible at the bottom right.

8:36 1

32°

Skylight Social

Event Venue • Milwaukee, WI

★ No reviews yet

Jaden Brozynski

Certified Venue Manager

Open to providing free space for community gatherings or special circumstances

Event Venue
This venue overlooks the city

Capacity: 150
Flexible capacity for various event types.

1200 sq ft

\$150 per hour

Very Flexible cancellation

Book

**PROVIDER
ONBOARDING
MANUAL**



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STEP 1

The image shows a smartphone screen with a white background. At the top, the time is 8:17 and the battery level is 72%. Below the status bar, there is a back arrow icon. The main content area has a heading "What type of space are you listing?" followed by the sub-instruction "Select the category that best fits". Below this, there is a 4x2 grid of categories, each with an icon and a label:

At the bottom of the screen is a large, rounded rectangular button labeled "Continue".

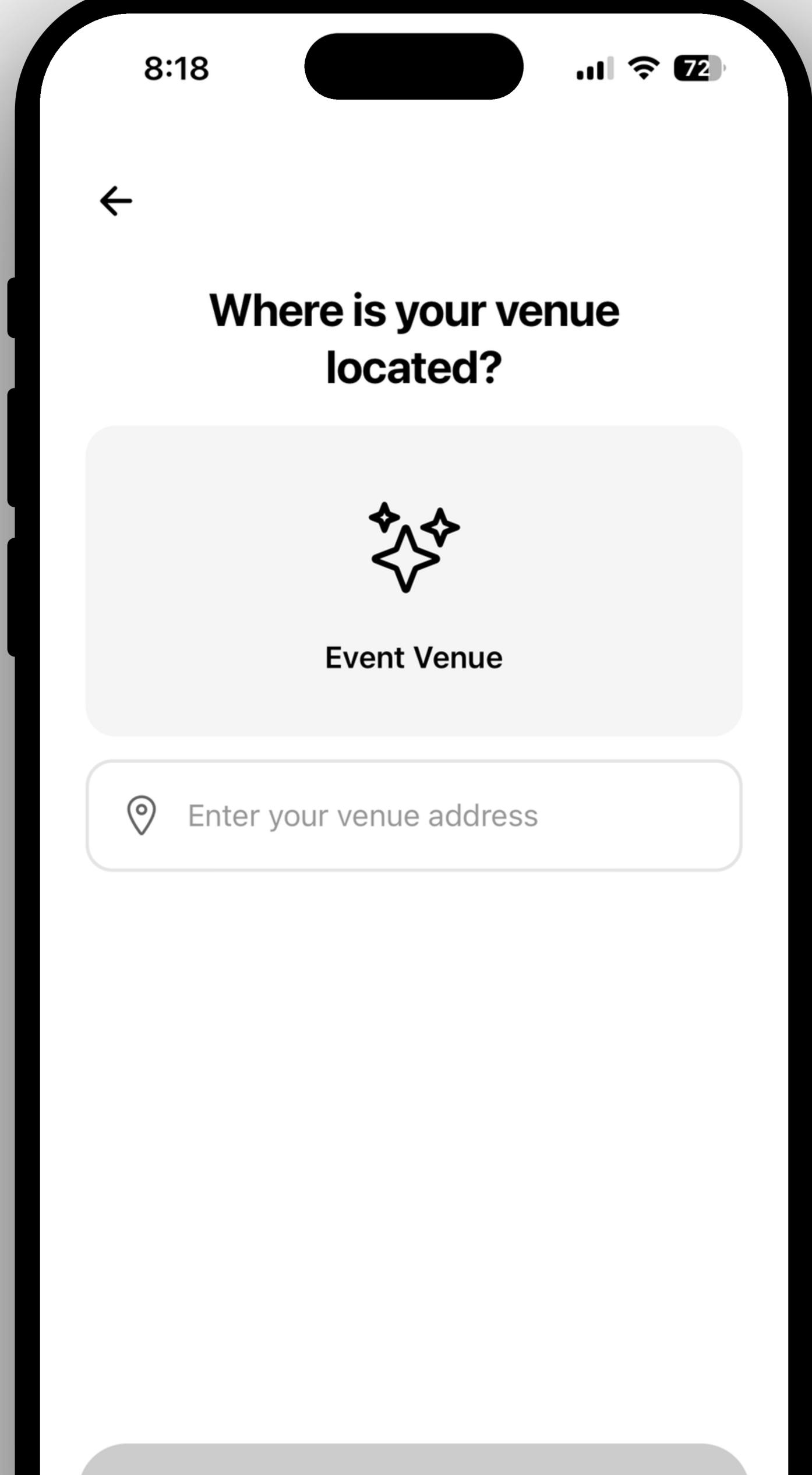
WHAT TYPE OF SPACE ARE YOU LISTING?

Select the category that best describes your venue. This helps guests find your space when searching for the right location for their event. Choose the option that most closely matches how your venue is typically used. Picking the right category improves visibility and leads to better booking matches.



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STEP 2



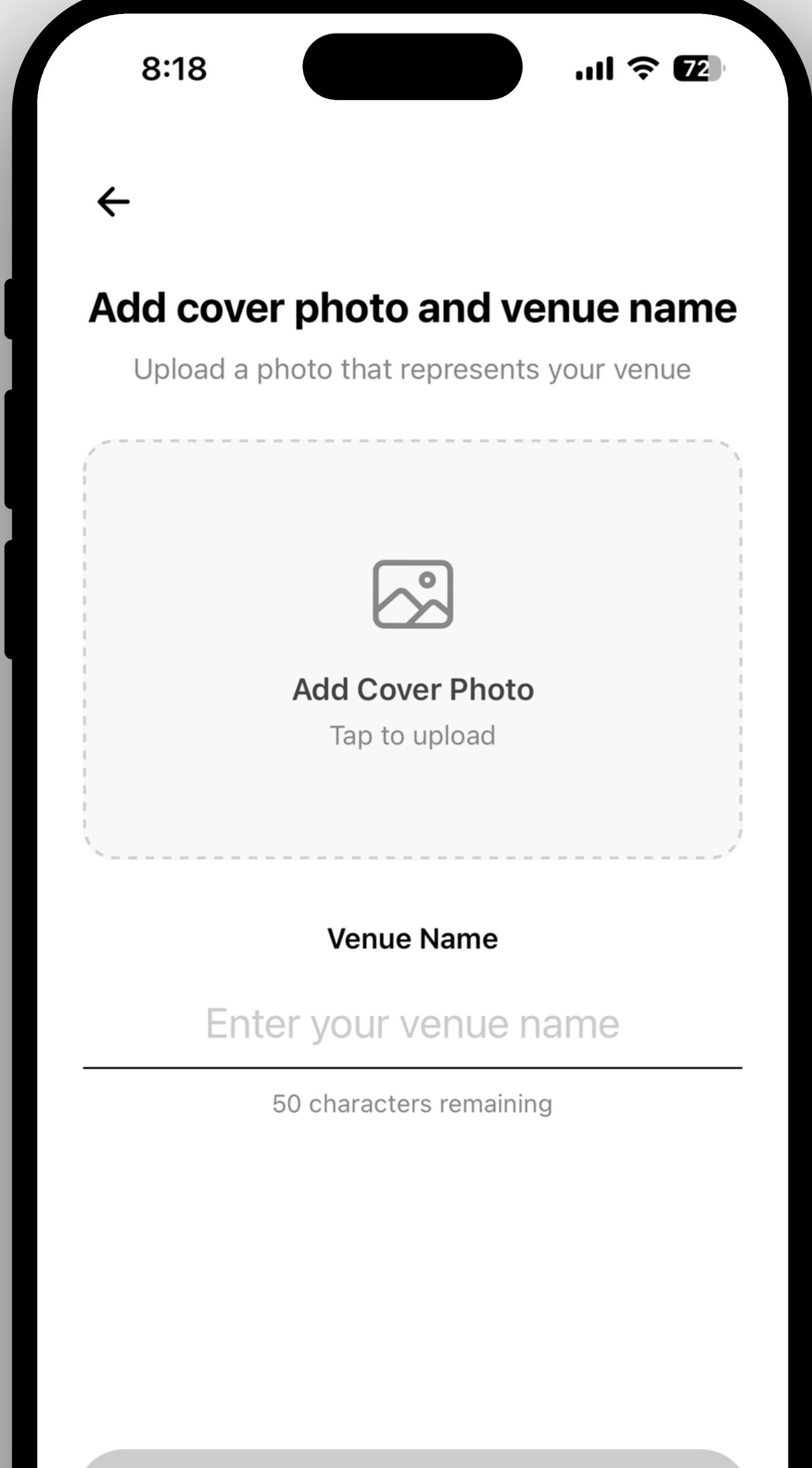
WHERE IS YOUR VENUE LOCATED?

Enter the full address of your venue so guests know exactly where events will take place. A clear and accurate location helps guests plan travel and arrival details. This should be the venue's physical address, not a residential address.



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STEP 3



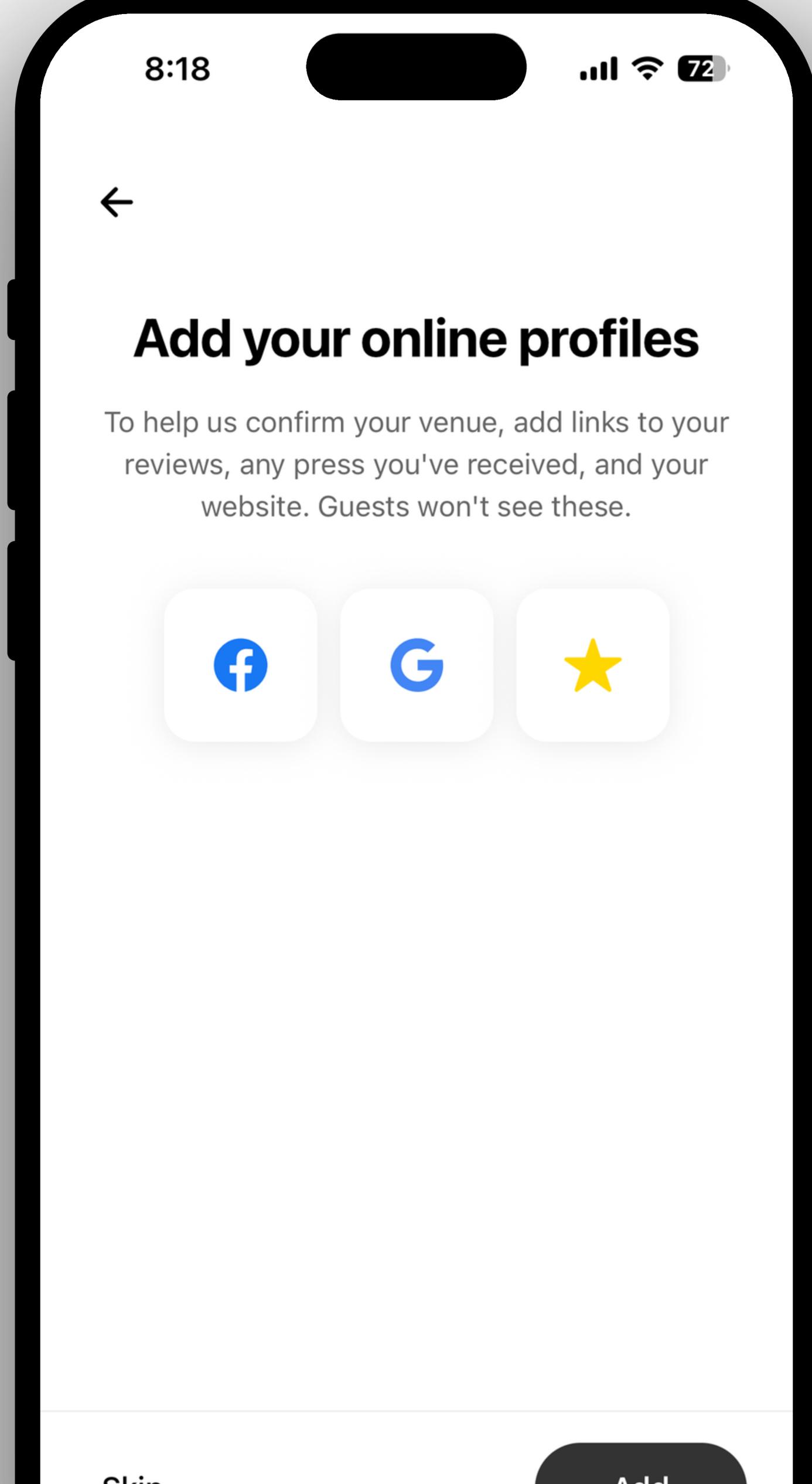
ADD A COVER PHOTO AND VENUE NAME

Upload a high-quality photo that best represents your venue. This will be the first image guests see, so choose a clear, well-lit photo that shows the space at its best. Then enter your venue name. A strong photo and clear name help your listing stand out and attract more interest.



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STEP 4



ADD YOUR ONLINE PROFILES

Add links to your website, reviews, or any press your venue has received. These links help us confirm your venue details and build trust. Guests will not see this information. This step is optional and can be skipped if you prefer to add it later.



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STEP 5

8:18 72%

←

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

LET US KNOW A BIT MORE ABOUT YOU

Enter your residential or mailing address for verification purposes. This information is used internally only and will not be visible to guests. Providing accurate details helps us keep the platform secure and reliable.



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STEP 6

The image shows a smartphone screen displaying the 'Parking & Security' section of the Eventini app. The screen has a light gray background with a black border. At the top, there is a navigation bar with a back arrow on the left, signal strength, Wi-Fi, and battery icons on the right. Below the navigation bar is a large circular icon containing a car outline. The title 'Parking & Security' is centered above a subtitle 'Help guests know what to expect when arriving'. There are three expandable sections: 'Parking Options' (with a plus sign and 'Add parking options' link), 'Security Cameras' (with a plus sign and a toggle switch that is off), and '24/7 On-Site Security' (with a plus sign and a toggle switch that is off). At the bottom of the screen is a large, rounded rectangular button labeled 'Next'.

PARKING AND SECURITY

Share what guests can expect when arriving at your venue. Add parking details such as street parking, lots, or valet options. Indicate whether security cameras are present and if on-site security staff is available. Clear information helps guests feel prepared and confident.



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STEP 7

The image shows a smartphone screen with a black border, representing a mobile application. At the top, the time is 8:19 and the battery level is 72%. A back arrow is on the left, and a circular file icon is in the center. The main title 'Describe your venue' is bold and centered. Below it, a subtitle reads: 'Help guests understand what makes your space special and what they can expect when booking with you.' A large text input field is labeled 'Description' at the top and contains placeholder text: 'Tell guests about your venue, its atmosphere, unique features...'. A character count '0/500' is at the bottom right of the input field. A 'Next' button is at the bottom of the screen.

DESCRIBE YOUR VENUE

Write a short description that explains what makes your space special. Share details about the atmosphere, layout, and types of events your venue is best suited for. This helps guests understand what to expect and decide if your space fits their needs.



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STEP 8

The image shows a smartphone screen with a black border, representing the Eventini app interface. At the top, the time is 8:19 and the battery level is 72%. Below the status bar is a back arrow icon. In the center is a circular icon containing a battery symbol. Below this is the section title "Guest Guidelines" in bold. Underneath the title is the subtitle "Set expectations for guests visiting your venue". There are two expandable sections: "Wi-Fi Information" (with a plus sign) and "House Rules" (with a plus sign). Each section has a subtitle indicating what can be added or selected. At the bottom of the screen is a large, rounded rectangular button labeled "Next".

8:19

72%

←

Guest Guidelines

Set expectations for guests visiting your venue

+ Wi-Fi Information >
Add Wi-Fi details (optional)

+ House Rules >
Select house rules

Next

GUEST GUIDELINES

Set expectations for guests visiting your venue. You can add Wi-Fi details if available and select house rules guests should follow. Clear guidelines help events run smoothly and reduce misunderstandings.



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STEP 9

The smartphone screen displays the title "What Makes You Unique" at the top, followed by a subtitle "Highlight your venue's special qualities and features". Below this, there are two sections: "Venue Differentiators" and "Special Features", each with a plus sign icon and a "Select what makes you unique" button. At the bottom of the screen is a large "Next" button.

WHAT MAKES YOU UNIQUE

Highlight what sets your venue apart. Select differentiators and special features that make your space stand out. These details help guests compare venues and choose yours with confidence.



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STEP 10

The smartphone screen displays the 'Kitchen Access & Policies' section of the Eventini app. At the top, there is a back arrow, a circular icon with a knife and fork, and the title 'Kitchen Access & Policies'. Below the title, a subtitle reads 'Set your venue's kitchen, alcohol, security, and insurance policies'. A list of policy categories is shown, each with a plus sign and a right-pointing arrow:

- Kitchen Access** (Select kitchen access)
- Alcohol Policy** (Select alcohol policy)
- Security Requirements** (Select security requirements)
- Outside Vendors** (Not allowed) - This item includes a toggle switch that is currently off.
- Insurance Requirements** (Set insurance requirements)

A large 'Next' button is located at the bottom of the screen.

KITCHEN ACCESS AND POLICIES

Define your venue's policies around kitchen access, alcohol, security, outside vendors, and insurance requirements. Clear policies protect both you and your guests and help avoid issues during booking and event planning.



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STEP 11

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 a small black arrow pointing left. In the center of the header is a light gray circular icon containing a black location pin symbol. Below the header, the main content area has a white background. The title "Provide arrival instructions" is centered in bold black text. Below the title, a smaller text instruction reads: "Help your guests and their attendees find and enter your space." Underneath this, there is a section titled "Instructions (Optional)" in bold black text. Below this title is a large, light gray rectangular input field with a thin black border. Inside the input field, the placeholder text "Enter directions, parking info, entrance details..." is centered in a smaller gray font. In the bottom right corner of the input field, the number "0/1000" is displayed. At the very bottom of the screen is a large, dark gray button with the word "Next" written in white.

PROVIDE ARRIVAL

INSTRUCTIONS

Use this space to help guests and their attendees find and enter your venue with ease. You can include driving directions, parking details, gate or door instructions, and anything guests should know before arriving. These instructions are optional and will only be shared after you accept a booking, so you can be as specific as needed without worrying about public visibility.



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STEP 12

The image shows a smartphone screen with a black border. At the top, the time is 8:22 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 grey rounded rectangle at the bottom. The title "Tell us about your flexibility" is centered in bold black font. Below it, a subtitle in smaller black font reads: "Help us match you with the right hosts by answering a few questions about your preferences." Inside the grey rounded rectangle, there is a circular icon with a heart symbol and the text "Community Impact". To the right of the icon, the text "Your flexibility for nonprofits and charitable events" is displayed. At the bottom of the screen, a large black button with white text says "Get Started".

TELL US ABOUT YOUR FLEXIBILITY

This step helps us match your venue with hosts whose values and needs align with yours. By answering a few questions about your flexibility, you signal what types of events you're open to hosting. This information helps create better matches and more meaningful bookings.



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STEP 13

The image shows a smartphone screen displaying a mobile application interface. The top status bar indicates the time is 8:22 and the battery level is at 71%. Below the status bar, there is a back arrow icon and a small circular icon. A navigation bar with three dots is visible above the main content area. The main content is titled "Vendor DNA" and is labeled "Question 1 of 2". A sub-section title "Community Impact" is preceded by a heart icon. The central question reads: "I'm willing to reduce my venue rental fee for nonprofits or community events." Below this question are two buttons: "No" (in a light gray box) and "Yes" (in a dark gray box). Further down, a section asks "What discount would you offer?" with a value of "10%" displayed in a dark gray box. A horizontal slider with a black dot indicates the discount percentage, with "0%" on the left and "30%" on the right. At the bottom of the screen is a large, rounded rectangular button labeled "Continue".

COMMUNITY IMPACT –

VENDOR DNA

Here, you can indicate whether you're willing to reduce your venue rental fee for nonprofit or community-based events. If you select yes, you'll be asked to choose a discount percentage. This setting highlights your support for community initiatives and may increase interest from nonprofit organizers.



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STEP 14

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 a back arrow icon. In the center is a small circular icon with a dot and a minus sign. On the right side are signal strength, Wi-Fi, and battery level icons. The time '8:22' is displayed on the left edge of the header. Below the header, the main content area has a light gray background. At the top left of this area is a heart icon followed by the text 'Community Impact'. Below this, the title 'Vendor DNA' is displayed in a large, bold, black font. Underneath the title, the text 'Question 2 of 2' is shown in a smaller, regular black font. A large, rounded rectangular button contains the question: 'I'm open to providing my venue space for free for community gatherings or special circumstances.' Below this question are two buttons: a solid black button labeled 'No' and a white button with a black border labeled 'Yes'. At the bottom of the screen is a large, dark gray button labeled 'Finish'.

COMMUNITY IMPACT – VENDOR DNA

This question asks whether you're open to offering your venue space for free in special circumstances or community gatherings. Your answer helps us understand your level of flexibility and commitment to community impact. This does not lock you into future decisions and can be updated later.



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STEP 15

The smartphone screen displays the 'Booking Policies' step of the Eventini setup process. At the top, it shows the time as 8:23 and battery level at 71%. Below the header, there is a circular icon containing a shield with a checkmark. The main title 'Booking Policies' is centered above a subtitle: 'Set your cancellation policy and security deposit requirements'. Two sections are listed: '+ Cancellation Policy' and '+ Security Deposit', each with a 'Select' button. A note below the first section states: '(i) You can change your cancellation policy at any time in your venue settings. The policy you choose will apply to all new bookings.' A large 'Next' button is located at the bottom of the screen.

BOOKING POLICIES

Set clear expectations for how bookings are handled at your venue. Choose a cancellation policy and decide whether a security deposit is required. These policies apply to all future bookings, but you can update them at any time in your venue settings. Clear policies help protect both you and your guests.



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STEP 16

The smartphone screen displays the 'Define Your Bookable Spaces' step. At the top, there is a back arrow, a circular icon with a grid pattern, and a status bar showing 8:23, signal strength, Wi-Fi, and battery level at 71%. The main title 'Define Your Bookable Spaces' is centered above a descriptive text: 'Add the individual rooms or areas within your venue that clients can book. Each space can have its own configuration, pricing, and photos.' Below this, there is a list of three items: 'Space Name' (with a plus sign and 'Enter space name'), 'Photos' (with a plus sign and 'Add photos'), and 'Booking Type' (with a plus sign and 'Select Booking Type'). At the bottom of the screen is a large black button labeled 'Complete Space'.

DEFINE YOUR BOOKABLE

SPACES

Use this step to add the individual rooms or areas within your venue that guests can book. Each space can have its own name, photos, booking type, configuration, and pricing. This gives you flexibility to offer different experiences within the same venue and helps guests book exactly what they need.



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STEP 17

The smartphone screen displays the 'Review requirements' step. The top bar shows the time as 8:26 and battery level at 70%. The main content area has a title 'Review requirements' and a sub-section 'Requirements and terms'. It contains text about agreeing to service terms, cancellation policies, and privacy policies, and conducting quality and standards checks. It also states an attestation about complying with service standards and requirements. A list of responsibilities follows, starting with providing venue spaces. At the bottom is a large 'I agree' button.

8:26

70%

<

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:

- providing venue spaces for events, plus our

I agree

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.



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STEP 18

The screenshot shows a smartphone displaying a mobile application interface. At the top, the status bar indicates the time is 8:26 and the battery level is at 70%. Below the status bar, there is a back arrow icon and the text "Review Listing". The main content area features a large, rounded rectangular image showing the interior of a restaurant or food park with a bar, stools, and people. Below the image, the venue name "Zocalo Food Park" is displayed in bold black text, followed by the category "Event Venue" in smaller gray text. A section titled "BUSINESS INFORMATION" contains three items: "Venue Name" (Zocalo Food Park), "Venue Type" (Event Venue), and "Bookable Spaces" (2 spaces configured). At the bottom of the screen is a large, dark, rounded rectangular button with the text "Link Account G" in white. Below this button, a small note states: "By submitting, I agree to the [Services terms](#) and attest all details are accurate."

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.



STEP 19

The screenshot shows a mobile application interface. At the top, it displays the time (8:26), signal strength, and battery level (70%). Below this, a back arrow and the text "Review Listing" are visible. The main content area features a large, rounded rectangular image of a vibrant indoor bar or restaurant with blue walls, hanging lights, and a bar counter where people are seated. Below the image, the venue name "Zocalo Food Park" is displayed in bold black text, followed by the category "Event Venue". A section titled "BUSINESS INFORMATION" contains three items: "Venue Name" (Zocalo Food Park), "Venue Type" (Event Venue), and "Bookable Spaces" (2 spaces configured). At the bottom of the screen is a large, dark button with the text "Submit Application" and a checkmark icon.

8:26

Review Listing

Zocalo Food Park

Event Venue

BUSINESS INFORMATION

Venue Name
Zocalo Food Park

Venue Type
Event Venue

Bookable Spaces
2 spaces configured

Submit Application ✓

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

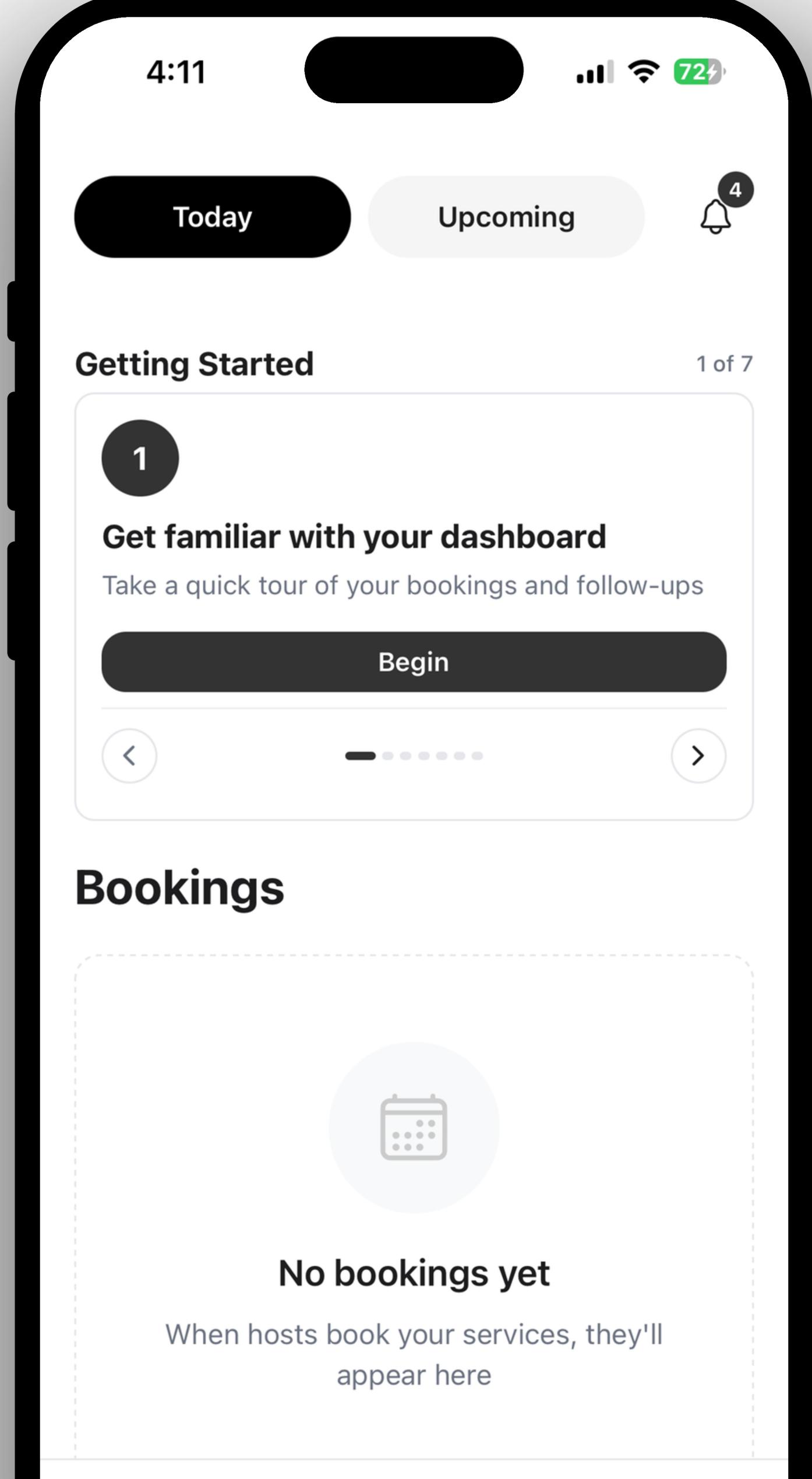
COMMUNITY IMPACT – PRO BONO SERVICES

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.



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STEP 1 - DASH



GETTING STARTED

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