

Venue Profile Guidelines

Thank you for listing your venue with eVenues! In an attempt to try and drive as many leads to your venue profile as possible, eVenues has developed a comprehensive profile <u>so customers don't waste your valuable time asking questions!</u>

After you complete the registration, your profile will be sent to staging at eVenues for final verification. After a few hours, you should receive a final email confirmation that your profile was approved (or rejected). If you don't receive a final confirmation, eVenues will be contacting you with further questions.

The below information represent the primary fields needed to complete the venue registration.

PRIMARY INFORMATION COLLECTED

- 1. Venue Name
- 2. Room Name use or create a unique Room Name for your space
- 3. Address / City / State / Zip
- 4. Your current website
- 5. Venue Type
 - a. Commercial Building
 - b. Restaurant / Bar / Club
 - c. Unique Space
 - d. Etc.
- 6. Venue Login & Contact required for login; additional contacts can be added for who should receive an email notification
 - a. First Name:
 - b. Last Name:
 - c. Email:
 - d. Phone Number:
- 7. Parking select one of the 4 options
 - a. On-Site Free
 - b. On-Site Additional Charge
 - c. Free Parking Nearby
 - d. Paid Parking Nearby
- 8. Cancellation Policy
 - a. ____% within ____days or more prior to the event.

Example: 50% within 10 days or more prior to the event.

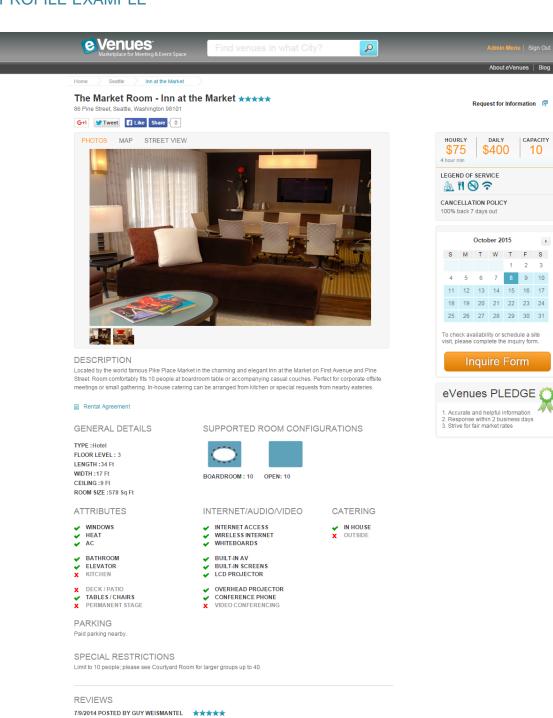
- 9. Floor Level
- 10. Room Access select one of two
 - a. Reception Check in
 - b. Follow Signage

- 11. Room Description Tell the customer what is great about your space or venue?
- 12. Room Photo up to 10 photos are allowed; 5Mg max size
- 13. Room Dimensions
 - a. Total Square Footage
 - b. Length / Width / Height
- 14. Room Capacity # of people the room can accommodate
 - a. Boardroom
 - b. Classroom
 - c. Banquet
 - d. U-Shaped
 - e. Workspace
 - f. Open/Reception
- 15. Price Range you can choose from designating Flat or Range pricing
 - a. Flat Room Rates
 - i. Hourly price/Daily price
 - ii. Minimum hours required
 - b. Range Pricing
 - i. Hourly 0-15, 16-35, 36-75, 76-125, 126+
 - ii. Daily 1-125, 126-300, 301-500, 501-1000, 1000+
- 16. Accounting Information this is for invoices, payments etc.
 - a. Company Name
 - b. Attention (C/O)
 - c. Address / City / State / Zip
 - d. Email / Phone

OTHER INFORMATION COLLECTED

- 1. Room Environment
 - a. Audio / Video / Internet
 - b. Catering
- 2. Accreditations / Memberships / Insurance
- 3. Amenities for Rent
- 4. Special Restrictions
- 5. Floor Plan Specifications (upload document)
- 6. Menus (upload document)
- 7. Reservation Policy / Rental Agreement (upload document; eVenues provides a basic one if you don't have one)

PROFILE EXAMPLE



Incredibly easy to use and book great venues without the hassle of using an event planner or going from hotel to hotel to compare prices, rooms, and amenities. Definitely will use the next time my team needs an offsite space

Great room for smaller meetings (10 or less people). We used the built in wall monitor and a web cam for an all day video

conference and it worked great. The room is very warm and comfortable and is in a great location.

11/29/2011 POSTED BY DOUG ★★★★★

10

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