



protel Banquet

Multifunctional planning tool for receptions, banquets and events



The perfect planning of receptions, weddings, banquets, or conferences can only be achieved by meticulous scheduling which takes even the smallest details into account.

protel Banquet helps you plan and host all kinds of receptions, banquets and events, be they large or small.

With protel Banquet, you keep track of your long-term occupancy levels and generate schedules and room plans quickly and effortlessly. Is the seating arrangement okay? Has the proper equipment been put up and is it ready for use? Have signs for the conference rooms been placed correctly?

protel Banquet makes sure that you always have every detail under control. Changes in the event schedule, number of participants, or even last minute changes made by the event-organizer are all guaranteed to reach the appropriate departments on time.

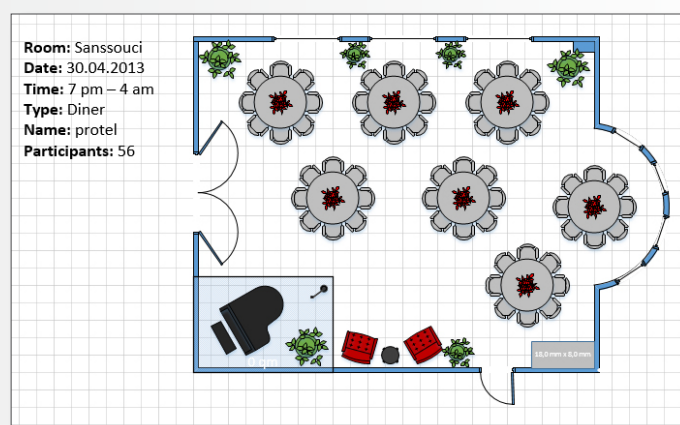
What do you get out of all this?

More leeway for your preparations plus optimized internal and external communications resulting in perfectly managed and executed events!

protel Banquet:

Optimized room occupancy and perfect planning

- ▼ Manage all types of events, large or small
- ▼ Accommodation and Banquet services booked collectively
- ▼ Automatically adopt travel groups as participants
- ▼ Inventory control for equipment hire
- ▼ Department-wide cooperation
- ▼ Detailed diary with multiple views and event drill down



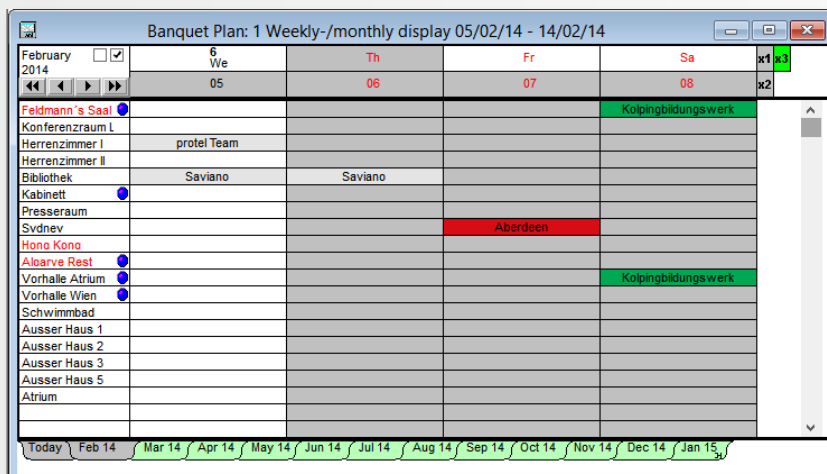
The protel Banquet room plan – true to scale and illustrative thanks to Microsoft Visio

protel Banquet is an optional expansion module for all SQL based installations of protel SPE or protel MPE.



Banquet plan

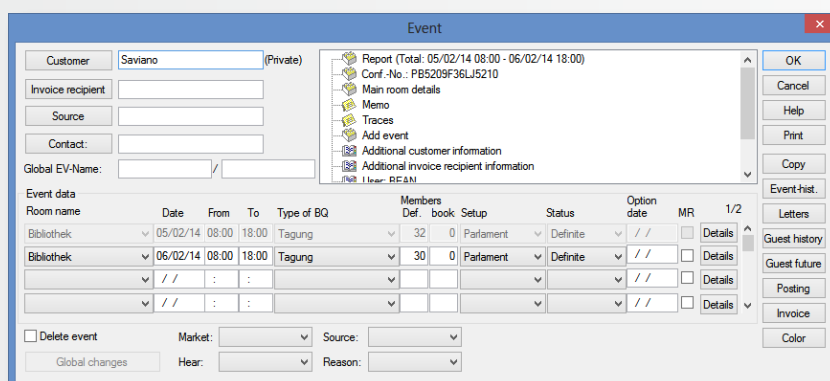
- Multifunctional planning tool
- All bookings and options at a glance
- Optimum room occupancy, no double bookings



All bookings at a glance: the protel Banquet Plan

Event management

- Detailed preparation
- Immediate transmission of information to any department concerned
- Flawless internal communication



Detailed event planning: the basis for perfect teamwork

Planning with function sheets

- Function sheets for running events smoothly
- Meticulous documentation of equipment requirements, menus, schedules, guest lists and other information
- Fully customizable event orders for each department

Date	12.02.2014 to 14.02.2014			PBS209F36LJ / 03.02.2014	
Type				User: protel Status: Tent	
Company Address	protel hotelsoftware GmbH Mr. Manfred Osthuus Europaplatz 8 44269 Dortmund GERMANY			Phone Fax Email Mobile	+49 231 915 93 0 +49 231 915 93 999 info@protel.net
Organizer	Sales Team			Phone Fax Email Mobile	
Invoice Address				Phone Fax Email Mobile	

Date	Time	Event room	Type	Setup	Persons
12.02.2014	10:00 – 18:00	Conference Room 1	Conference	Classroom	31

Event course				Persons
10:00 - 10:00	Client Access			31
10:00 - 10:15	Arrival Coffee			31
10:15 - 10:15	Conference starts			31
10:15 - 10:30	Intro			

Banquet Function Sheets: make sure that everyone knows what to do