

What the Party and Event Planning Program Does

This versatile program is suitable for anyone, who is organizing their own party, anything from a small Dinner Party to a large Celebration Ball or the Mother struggling with a daughter's future Wedding, including Invitation Lists, Menus, Table Plans, Entertainments, Venues Planning and Costs.

← *Use the Bookmarks to Move around the information*

1. **Opening Screen** – Allows you to put your own picture/logo on the front of the program and visit the Website for updates. Initially displays opening identification screen and Licence.
2. **Main Menu** – This allows you to navigate round the program as does the tool bar at the top of the screen.
3. **Party Planner** – This form has four pages on which are:
 - a) **Party** – Start and add New Party and delete Old Parties.
 - b) **Planning** - Insert Timings and see Costs for Parties
 - i) **Connect related Files**
 - i) **Include 3 Pictures**
 - d) **Keep timed Notes** of Telephone Conversations
 - e) **Menu** – Select menus for party and costs calculated
 - f) **Entertainment** – Select entertainments and costs
 - g) **Venue** – Select Venues and costs
 - h) Print out Party Details, Menus, Entertainments and Venues
4. **New Menus etc.**– This form has three pages:
 - a) **Menu** –Enter Courses on subsidiary form and then select courses for menus. Costs will be calculated, but can be amended.
 - b) **Entertainments** – These can be selected from the Address Book or Added for a one off entry. Full Communication with everyone in Address Book. Open Address Book if Required.
 - c) **Venues** – These can be selected from the Address Book or Added for a one off entry. Full Communication with everyone in Address Book. Open Address Book if Required.
 - d) Everything can be printed out and Ingredients' List can be printed with/without Costs and with/or without Notes and excluding any items, not required.

5. Invitations –

- a) Select Party (Data & Name Can be changed Here)
- b) Select Main Menu and enter it against each name
- c) Select Names from Address Book to Add to Invitation List
- d) Delete a Person from the List
- e) Shows Name, Address Label Name, Sent Date, Received Date, Vegetarian, Food Comment, Select Menu, Copy Name to another List
- f) Insert all Sent Dates
- g) Insert Menu to be used
- h) Insert whether to use First Name or First & Last Name for person in program
- i) Insert 'Copy' for all names
- j) Add & Delete Parties
- k) Copy Names from another Party
- l) Reports:
 - i) Select Labels for Envelopes
 - ii) Mail Merge details for letters
 - iii) Report of all Invitations
 - iv) Report of all Acceptances
 - v) Report of all Refusals
 - vi) Report of all Vegetarians etc.
 - vii) Envelope and Name Export for any Invitee
- m) Show address and communicate with anyone on List
- n) Show those not receiving a label and add one if necessary

6. Table Plans

- a) Select Party
- b) Select, Add or delete a Table
- c) Enter Name of Table
- d) Select Shape of Table
- e) Total Number of Seats at Table
- f) Total Number of Seats Allocated
- g) Number on Left Side, Right Side, Top and Bottom of Table (Must equal Number of Seats, but Not necessary for Round Tables)
- h) Select Invitees for Table (Only Accepting Invitees are shown)
- i) Show Names on selected Table
- j) Move People between Tables
- k) Enter place at table and reorder Table Names to reflect order.
- l) Enter any Comments
- m) Open Invitations if required
- n) See past seating at other Parties and comments!
- o) Print Cards for Tables (Either Formal (e.g. Salutation) or Plain or Script)
- p) Print Table Lists
 - i) Alphabetical List of all Invitees accepting
 - ii) List by Table Order
 - iii) List by Table Order with Menus (Useful for Waiters giving people the right food)

- o) Print Table Plans – This shows where people are sitting round the Tables

The above 4 Forms can be opened from each other and F9 updates the forms and keeps them in synchronisation.

7. Address Book –

- a) Hold all your names and addresses (as many addresses as you want for both people and companies)
- b) Three Ways of Selecting Names (First & Last, Last & First or Both – Set In Settings)
- c) Select by a Particular Category or everyone on the database.
- d) Enter Category (see Category lists below)
- e) Connect related Files
- f) Keep timed Notes of Telephone Conversations
- g) Telephone from the screen – You can do this throughout the program (and Export the Fax No)
- h) Email from the screen - You can do this throughout the program
- i) Visit Websites from the Screen - You can do this throughout the program
- j) Do multiple labels for the person or company (16 different regular Sizes)
- k) Do an envelope to the 1st or 2nd Addressee
- l) Export the name and address of the 1st or 2nd Addressee to Word or elsewhere
- m) Search by address (1st line and Town) or telephone number
- n) Add to Lists (see below)
- o) Show what List (s) the person is on
- p) Enter Relationships.
- q) Automatically tries to enters the correct form of Address (e.g. Mr., Sir, Lord etc.)
- r) Include a Picture of the Person
- s) Link Name to Other Files on Computer
- t) Keep Time and Dated of Telephone Notes
- u) Open Standard letter etc.

8. Search Address

- a) Search By Town, County or part of Post Code
- b) Shows Name, Home Tel., Switchboard, Mobile & Address – (You can 'phone all numbers throughout the program.)
- c) Allows you to see Full address of Selected Person or Company
- d) Allows You to do an Envelope to Single Addressee or 2nd Company Contact
- e) Allows you to Export Address for Single Addressee or 2nd Company Contact

9. Address Book Report

- a) Print Out Personal Names and Addresses from Address Book
- b) Print Out Company Names and Addresses from Address Book.

10. Lists with Dates

- a) Select List for Names
- b) Name Of List
- c) Start Date of List
- d) Start Time of List
- e) End Date of List
- f) End Time of List
- g) Notes about List
- h) Change a Name on List
- i) Add Names to List; Select from all Names or By Category.
- j) Show Name, Company (if Applicable), Note about the Entry, Received Date, Sent Date, Copy (mark to copy to another List), Add & Remove all Dates.
- k) Copy Names from another List to Current List
- l) Do Labels (16 Sizes)
- m) Do Mail Merge for Letters
- n) Do an Envelope to a Person On the List
- o) Print the List
- p) See Address of person on the List and telephone or email them from the pop up form
- q) Show what other Lists the person is on
- r) (Could be used to organise House Parties)

11. List with Items –

- a) Select List for Names
- b) Name Of List
- c) Start Date of List
- d) Start Time of List
- e) End Date of List
- f) End Time of List
- g) Notes about List
- h) Change a Name on List
- i) Add Names to List; Select from all Names or By Category.
- j) Show Name, Age if Applicable (See Settings), Note, Present To and Present From (Title can be changed),
- k) Delete Name
- l) Hide (and Show) Items Presented To and Received From (Useful when the children rush in, while you are working!)
- m) Copy Names from another List
- n) Print the List
- o) See Address of person on the List and telephone or email them from the pop up form

12. Lists for Emails

- a) Useful for Christmas Presents etc.
- b) Select List for Emails
- c) Name of Email List
- d) Date of Email List
- e) Start Time of Email List
- f) Notes
- g) Open List of Emails to Select from
- h) Details of Name, Email Address, Use (or Not) and Copy (To another List)
- i) Copy Names (from another List)
- j) Copy Names to the Email and open Email if using Outlook etc.
- k) Do a Report of the Email List
- l) See Address of person on the Email List and telephone or email them from the pop up form

13. Easy Data Entry

Allows you to input the majority of the address data for both people and companies using a spreadsheet approach on one extended line.

14. Export

- a) Address Book
- b) Appointments
- c) Birthdays
- d) Currents Lists
- e) Things to Do
- f) Settings

To

- g) csf Delimited Format
- h) HTML
- i) Word
- j) Excel

15. Diary –

- a) Calendar of the month – can change Month and Year
- b) Shows all Birthdays entered and Ages (if applicable (see Settings)
- c) Select Name for Diary Entries if Different from Operator (Can hold multiple Diary entries)
- d) Appointment Start Date, Start Time, End Date End Time, details and Notes
- e) Add an Appointment
- f) Delete an Appointment
- g) Print Appointments between Dates (Either Individually or for Everyone with Appointments on the Database.)
- h) Print Birthdays

All Appointments for the Operator, Birthdays and Parties show on opening for a warning period before set in the Setting Menu. They can also be seen from the Main Drop Down Menu too.

16. Things to Do

- a) Select List
- b) List Name
- c) Date
- d) Notes
- e) Details of List
- f) Completed
- g) Date Completed
- h) Add New Item
- i) Delete Item
- j) New List
- k) Cancel List
- l) Print List

17. Enter Settings –

- a) Operators Name (Used for default Appointments)
- b) Pre Dial (Any number to get a line)
- c) Own Number
- d) Set Telephone (Choose Modem)
- e) Days warning for Appointments, Birthdays and Parties
- f) Years to Hide Age from
- g) Enter form of Single Title (e.g. Mr.. or Esq.)
- h) Select Initials or First Name for Address
- i) Method of selecting people in Address Book (First Name & Last Name, Last Name and First Name or Both)
- j) Email System (Outlook etc. or Aol. etc.)
- k) Whether to apply Proper Case or not.
- l) Back up Data Source & Destination
- m) Set Back Up Period
- n) Allocate interval for automatic Back Up reminder
- o) Clear and Set Password
- p) Open Settings Table

18. Back Up Data

Allow you to back up your Data or any other file on your computer. .(Automatic reminder to do it)

19. Compact Database – This will also be done automatically, when you close the program.

20. Help - There is full on line help throughout the program

21. Review Updates

On the opening screen there is a link to the Party Address Book of the website, where you can see if you need to update your program, having first backed up (Exported) your settings.

Development

The Program can be developed to your personal requirements , including colour change, Personal Pass Words or program additions.

The cost would be £35 an Hour or by negotiation.