

Did You Know?

You can use
EventCamp for:
Gala Dinners
Tradeshows
Golf Tournaments
And so much more!




EventCamp.ca
Your **A+**
Conference
online registration
solution


EventCamp.ca

Contact us:
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CONFERENCE
CHEAT SHEET



CONFERENCE CHEAT SHEET

EXAMPLE:
1000 Guests
2 Days, 50 Sessions



EVENT INFORMATION

GENERAL TAB

- ☐ Select Premium Package
- ☐ Add your event banner
- ☐ Custom URL
- ☐ Credit Card/Cheques
- ☐ Event QR Code
- ☐ Refund Policy
- ☐ Privacy Policy

REGISTRATION TAB

- ☐ Guest Registration Info
- ☐ Sponsor Info
- ☐ Confirmation Emails
- ☐ Custom Questions

AGENDA/PROGRAM

AGENDA BLOCK

- ☐ Day 1 1000
- ☐ Day 2 1000

AGENDA SESSIONS

- ☐ Day 1
 - ☐ How to Create an Event
-Room "A" 100
 - ☐ Learning from the Masters
-Room "B" 900
- ☐ Day 2
 - ☐ EventCamp for beginners
-Room "A" 100
 - ☐ EventCamp for experts
-Room "B" 900
- ☐ Day 3
 - ☐ Session, Room, QTY
 - ☐ Session, Room, QTY

TICKET SETUP

1000 Guests

- ☐ Individual Conference Pass.... 800
- ☐ Speakers 50
- ☐ Banquet Ticket (Private[†]) QTY
- ☐ Volunteer/Planning
Committee (Private[†])..... 50
- ☐ Sponsor Pass (Hidden*) 50

*Create **Hidden** tickets to add to your
Sponsor Packages

[†]Create **Private** tickets for special groups.



PACKAGE SETUP

LEVEL 1

SPONSOR

- ☐ Room Sponsor
 - ☐ Sponsor Pass 4
- ☐ Add a Banquet Sponsor
- ☐ Add a Wine Sponsor
- ☐ Add a Presenting Sponsor



START

