

# EVENT MANAGEMENT. SIHOT.C&B

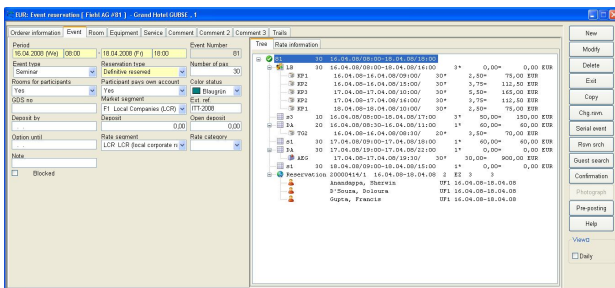
... it's the small differences that count.

## From Banquets to MICE

SIHOT.C&B is the ideal addition to SIHOT.PMS if you wish to effectively manage events and obtain maximum occupancy of conference and banquet facilities. SIHOT.C&B enables your property to organise and facilitate functions and events within the same easy-to-use system that manages your guest rooms. We offer the advantage of having a combined guest profile master for Front Office and Events, as well as the direct link between room reservations and events.

## Rooms and Equipment

It's easy to enter all the resources you require and SIHOT.C&B tracks your resource inventory. Event rooms can be managed as a shared facility, as single units and in any form of combination. Capacities are determined by table set-up, so that rooms are overbooked. Menus and comments can be added quickly and comfortably. SIHOT.C&B will even display room photographs with different set-ups.

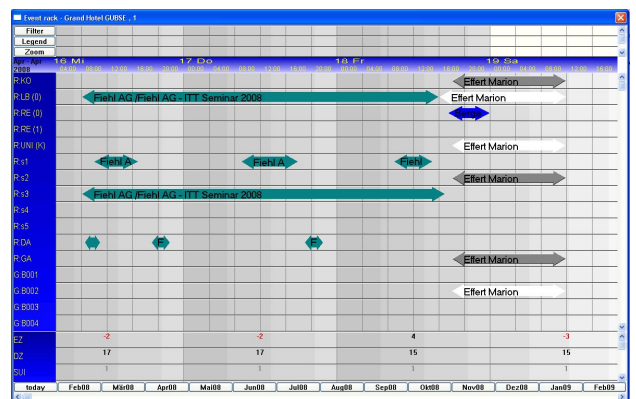


## Functions

A seminar might occupy one room and order one coffee break. A large event might occupy several banqueting rooms and require different services each day. With SIHOT.C&B you will always be on top of it. Carry out changes at a mouse click, move entire functions or copy them to another date. The rate information always shows up to date figures. The automatically generated function agreement in Microsoft Word gives your staff an increased chance to close business quickly by ensuring yours is the first in the customer's inbox.

## Event Rack

The event rack shows all rooms and equipment by day or by hour. Occupancy, including integrated set-up and clean-up times, is controlled down to the minute. Guest room availability is also displayed on this screen.



**Function Sheet**

Each department receives a complete function sheet or a report of just the required services. All templates are written in Microsoft Word and therefore may be easily adapted to the requirements of the hotel and the function itself. The weekly plan provides all departments with a clear overview of the week ahead.

**Preview**

You obtain an exact forecast of expected revenues. The graphic event rack, occupancy matrix and other illustrations of function room bookings will give you a full picture of the availability at any time.

**Your Advantages at a Glance**

- >> professional sales through easy and fast access to all facilities
- >> simplified booking procedures thanks to intelligent presetting
- >> time saving due to automatically generated contracts
- >> effective communication with all departments concerned