



8 ways to improve your venue management planning

Have one central point of information

Everyone has access to the info they need. Self-serve - you don't have to wait for a report to be sent to you.

● Accessible everywhere, so preferably online.



Have **one place** for calendar, technical information, financials, contracts, reports, ...

Store all your information in one system:

a calendar of events with all the associated information attached for everyone who needs it.



*We've been able to improve the way we work.
We're now so much more responsive.*

— Eden Court (United Kingdom)

Examples

- **Avoid** double bookings.
- The technical team just logs in to find out what is needed for a show or event.
- The catering team can check what rider is required for the dressing rooms.
- Avoid people adding **the same information into multiple lists.**

02

Good information flow between staff

Knowing where to get
the info you need.

- **Easy communication** between different teams - and knowing who else needs the information you have.



Better meetings!
But effortless / automatic communication.

- Making sure all relevant people are **up to date**.



Information entered by our producer or technicians is 'reused' by employees working with billing, contracts and reporting.

— Kongsberg (Norway)

Examples

- **Avoid** long and non-productive meetings.
- Set up dataviews to keep track of events you need to work on.

03

Easy production of documents and reports



Examples

- **Easy overview** list for annual reporting purposes: how many concerts, how many internal productions versus rental activities took place over the last year?
- Overview lists to check if you have no optional events pending in your calendar.
- Export an overview of all your rental activities to calculate the revenue.
- **Create checklists** to see if all documents have been signed, if all technical riders are added, ...

04

Don't reinvent the wheel for every event



Examples

- **Spend less time** on small details that you've worked on the last time you organised a similar event.
- Know that for a specific type of event you need 4 technicians, 3 people behind the bar, 2 ushers and 2 security people for example.

05

Make sure your team use the same tool

Everyone agrees with the planned way of working, with the agreed processes.



Provide training for new tools / software.

Make sure they know **why changes** (in the way you work, tools, etc) are happening.

Examples

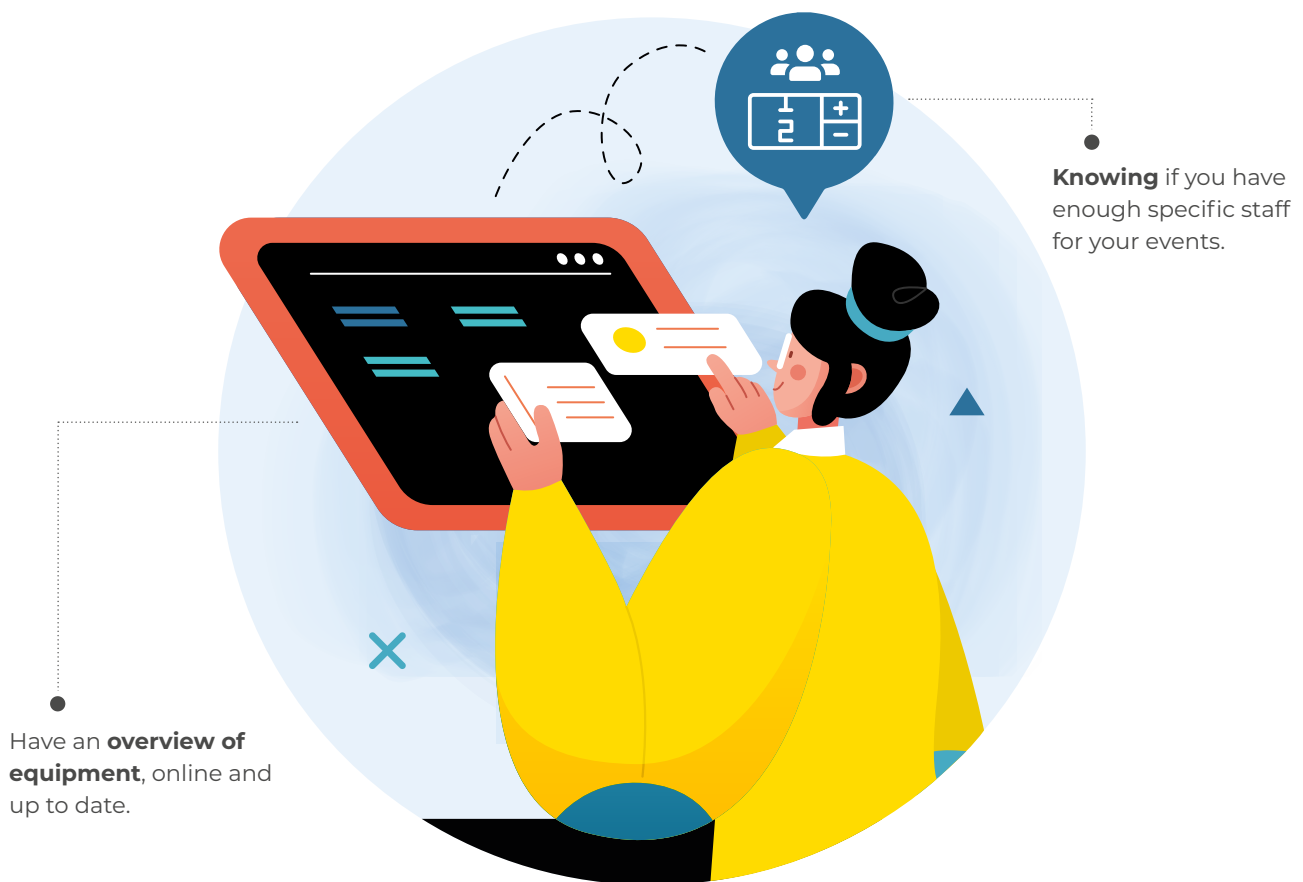
- **Don't have people fall back on "old ways"** because they don't understand the new.
- Secure support.

- If you use multiple tools, **let them communicate.**

- Use **info from your calendar** in your ticketing system.
- Export financial data into your account system.
- Use event info to **publish on digital screens**.
- Import worked hours of your internal staff into your salary system.

07

Have an overview of the availability of your staff and equipment



Have an **overview of equipment**, online and up to date.

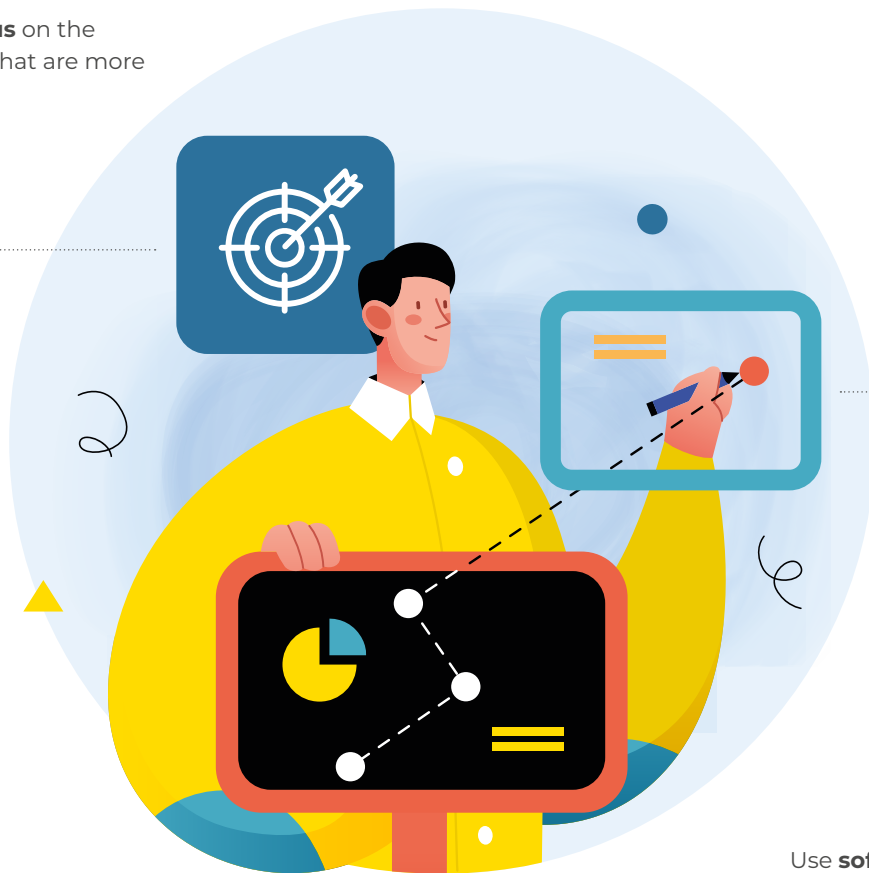
Knowing if you have enough specific staff for your events.

Examples

- Is your material **available** and not reserved by a colleague?
- You need 10 microphones for a concert, but your venue has only 7. So you need to order/rent extra microphones.
- You need 3 ushers in one room and 4 in another, but you don't have that many ushers working on a weeknight.

Don't do manually what can be done automatically

Make sure to **focus** on the parts of your job that are more important.



Use **software / tools** that make sense for your organisation.

“

We now have a live feed directly to our website so that customers wanting to hire one of our spaces can check availability themselves online.

— The Midlands Arts Centre (United Kingdom)



Find out more about how Yesplan can help your venue on www.yesplan.be
