TablePlanner®



Software for
Perfect Room, Table and Seating Planning



From small executive meetings to large-scale events with several thousand participants:

Professional room, table and seating arrangements are the foundation of every successful event. This brochure provides an overview of how TablePlanner® software supports you in planning and organizing your events professionally and efficiently.
Should you require any further information, we will be pleased to assist you at any time.

Website: www.tableplanner.com



TablePlanner® Features

- Event Planning
- Automatic Guest Placement
- Participants optionally enter their details online
- Guest and Participant Management
- Guest Role Assignment
- Managing Seating Preferences and Separating Guests
- Room Design
- Table Shape Design
- Lists and Reports
- Place Cards, Labels and Badges
- From “Save the Date” to “Thank You”
- Database Interfaces
- Multi-Page PDF Printing
- Import and Export of Design Templates
- Ticket Printing and Admission Tickets
- Customized Solutions for Individual Customer Requirements



Set Up and Manage Your Event

TablePlanner® makes event planning easier with a wide range of user-friendly features and clear visual overviews, helping you organize your event exactly the way you want.

The best part: You don't need any technical expertise to get started. The software is intuitive and easy to use from the very beginning.

Events of All Types and Sizes

- Corporate Events
- Annual General Meetings
- WeddingsFestive Dinner
- Conferences
- Congresses
- Cultural Events
- Party Conventions
- Plenary Sessions
- Seminars
- Major Sporting Events
- Business Meetings

We’re ready for events of any size!

Guest & Participant Management

Depending on how your guest data is stored, you can enter it manually or import it into TablePlanner® using an interface.

Importing data from Excel or another participant management system is quick and easy using copy and paste. You can edit participant details at any time.

Planning multiple events with some guests attending more than one? No problem. Guest data is stored separately for each event, allowing you to manage each guest list independently.

Assigning Roles to Guests

Guests may have different roles depending on the event they attend.

TablePlanner® lets you assign a role to each guest. The available roles can be tailored to the type of event or organization.

Predefined roles are available for corporate events, political gatherings and events involving members of the nobility. You can also add or customize roles to suit your needs.

Guests can be automatically seated according to their assigned roles and visually highlighted in the seating plan.



Seating Preferences and Guest Relationships

At almost every event, some guests would like to sit together, while others are better seated apart.

TablePlanner® helps you manage these preferences by allowing you to define relationships between guests. Visual indicators show which guests should be seated together and which should be kept apart. During automatic seating, these preferences are taken into account to ensure the best possible seating arrangement.

This helps create a positive experience for your guests.



From “Save the Date” to “Thank You”

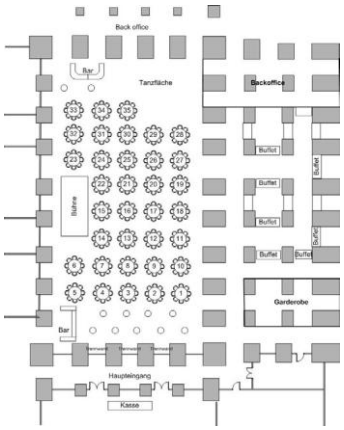
From the initial “Save the Date” announcement to the thank-you message after the event, TablePlanner® gives you a clear overview of the information each guest has received, including invoices where applicable.

Room Design

With TablePlanner®, you can choose from a range of standard room layouts or create your own custom room layout to suit your event.

Room sizes are virtually unlimited – from multi-room congress venues and large churches to concert halls accommodating thousands of people. Every room can be customized for room, table and seating arrangements. Once created, room layouts can be saved and modified at any time.

Over time, you can build your own **room library**, providing ready-to-use templates for future events in the same or different venues.



Virtual Room Furnishing:

Want to make your room layout as realistic as possible? No problem. TablePlanner® includes an extensive library of objects that can be expanded as needed. You can add room elements such as power outlets, walls, stairs and doors, as well as technical equipment. Even ashtrays are available.

TablePlanner®

Table Design

At most events, guests and participants are seated at tables.

The TablePlanner® table library includes all common table shapes, with a flexible number of seats for each. Table shapes can be modified manually or designed from scratch to meet your specific requirements. TablePlanner® can accommodate virtually any table shape.

Events arranged entirely with rows of chairs, such as theatre-style seating, can also be planned.

Automatic Guest Seating

Guests can be seated manually using drag and drop, individually, in groups or all at once. They can be placed at tables or in individual seats. Selection filters allow you to group guests by gender, name, specific attributes or assigned roles before seating them.

Alternatively, TablePlanner® can seat guests automatically, using the same rules and logic available for manual seating.

Guest preferences are taken into account automatically, including requests to sit together and requests to be seated apart.

Lists and Reports

TablePlanner® offers a range of lists and reports for flexible analysis of event and guest data. Each list provides tailored selection criteria to help you choose exactly which data to include.

The layout of each list can be customized to suit your needs, including the fields displayed, their order, character encoding, and header and footer information.

List and report results can be exported in XML format.

Place Cards, Labels and Badges

With TablePlanner®, you can easily design name cards and place cards in a wide variety of formats. Guest information such as names, titles and even photos can be automatically inserted into the cards.

For tent-style place cards, names and other details can be printed on both sides.

Mail merge printing is also supported.

Database Interfaces

Guest data can be imported from various databases using configurable data formats. Supported sources include Excel, ODBC and Microsoft Access.

A dedicated integration is available for the DR. LAUER + KARRENBAUER address management system. The TablePlanner® Connector is preconfigured in both products and available as a separate module.

Multi-Page PDF Printing

Any list or report can be exported as a PDF file and scaled to any size up to A0, making it easy to share as an email attachment.

Does your room plan or table seating arrangement span multiple pages? The multi-page printing feature lets you print large layouts across several connected pages.

This is particularly useful for creating large, easy-to-read seating charts that can be displayed at your venue and read clearly from a distance.







Import and Export of Design Templates

The following data can be imported and exported in configurable formats:

- Room Layouts
- Table definitions
- Guest information

Cost Planning

TablePlanner® allows you to manage and differentiate various ancillary costs.

Reports can be customized to suit your needs, and the data can be exported at any time for use in other systems.

Ticket Printing and Admission

Ticket printing is an optional TablePlanner® module that allows you to design and print customized admission tickets and event tickets.

Tickets can be handed out to guests in advance or printed quickly at the check-in desk. Print tracking helps prevent tickets from being issued more than once unintentionally.

Customized Solutions for Individual Customer Requirements

TablePlanner® is a flexible solution with a wide range of features. If you need additional functionality or specific adjustments, we are happy to discuss your requirements and explore how we can tailor the software to your needs.

Our goal is to make TablePlanner® work perfectly for you.

Technology and Support

TablePlanner® can be deployed locally as a desktop/server solution or operated in the cloud.

The desktop/server solution is quick and easy to install, allowing you to manage participant and event data on your own systems.

For cloud-based deployments, we are happy to provide our own cloud infrastructure.

Our customers value our experienced German support team and our willingness to accommodate individual requirements and develop customized solutions.

TablePlanner®



We’re Ready for Events of Any Size!

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