



## HOW TO ADD A NEW EVENT INTO RTHLIVE

22	FIELDS THAT ARE REQUIRED TO BE FILLED IN: BOOKING INFORMATION	BOOKING INFORMATION IS IMPORTANT FOR ACCURATE REPORTS AND ANALYTICS TO BE RUN ON A QUARTERLY AND YEARLY BASIS. INCONSISTANT BOOKING INFORMATION SKEWS THE DATA REPORTED ON OUR VERTICALS.
23	INITIAL CONTACT DATE	
24	SOURCE OF INQUIRY	HOW DID THE CLIENT HEAR ABOUT US? B2B = BUSINESS TO BUSINESS CLIENT
25	FIELDS THAT ARE REQUIRED TO BE FILLED IN: VENUES	THE VENUE IS NOT ALWAYS AVAILABLE AT TIME OF BOOKING BUT IF THEY KNOW IT, PLEASE ADD ACCORDINGLY.
26	VENUE #1	CAN'T FIND THE VENUE IN THE DROPDOWN MENU, CLICK ON VENDORS ON THE LEFT HAND SIDE BAR UNDER 'MAIN MENU' TO DOUBLE CHECK IT'S NOT LISTED IN A DIFFERENT PART OF THE ALPHABET (I.E. 'ARCADE' IS ACTUALLY LISTED UNDER 'THE ARCADE')
27		IF THE VENUE IS STIL NOT THERE, RETURN TO YOUR NEW EVENT BY CLICKING THE BACK BUTTON AND THEN CLICK ON 'NEW VENUE' AND ADD INFORMATION ACCORDINGLY.
28		IF THE VENUE IS A CLIENT'S RESIDENCE, CLICK ON 'NEW VENUE' AND YOU CAN CHECK MARK THE BOX THAT SAYS 'SAME AS CLIENT'
29	ROOM (IF APPLICABLE)	
	FIELDS THAT ARE REQUIRED TO BE FILLED IN: EMPLOYEES	
	SHOP TIME	THIS SHOULD BE SET 30 MINUTES PRIOR TO THE DEPART RTH TIME
	DEPART RTH	THIS SHOULD BE SET AT A STANDARD 30 MINUTES (OR THE ADDITIONAL NECESSARY TIME NEEDED) TO DRIVE TO THE VENUE TO BE THERE AT THE SCHEDULED SET UP TIME
	IS THE EVENT OUTSIDE	MARK YES OR NO
30	FIELDS THAT ARE REQUIRED TO BE FILLED IN: EVENT DETAILS	EVENT DETAILS ARE NOT ALWAYS AVAILABLE AT THE TIME OF BOOKING BUT IF THEY KNOW IT, PLEASE ADD ACCORDINGLY
31	GUEST COUNT	GUEST COUNT IS MOST IMPORTANT FOR EVENTS THAT HAVE AN AUDIO SOLUTION OR A PHOTO OPTION. THIS CHANGES THE NEEDS OF THE EVENT.
32	RTH ATTIRE	THIS IS HOW EVENT STAFF KNOW WHAT TO WEAR ON THE SHOW AND ENSURES THAT THEY ARE DRESSED APPROPRAITELY.
33	CLICK SAVE	RTHLIVE DOES NOT AUTOMATICALLY SAVE. THIS ENSURES YOUR WORK HAS BEEN SAVED IN RTHLIVE.

CONGRATULATIONS! YOU HAVE NOW COMPLETED YOUR TASK OF ADDING AN EVENT INTO RTHLIVE.