Venue Flow Sheet

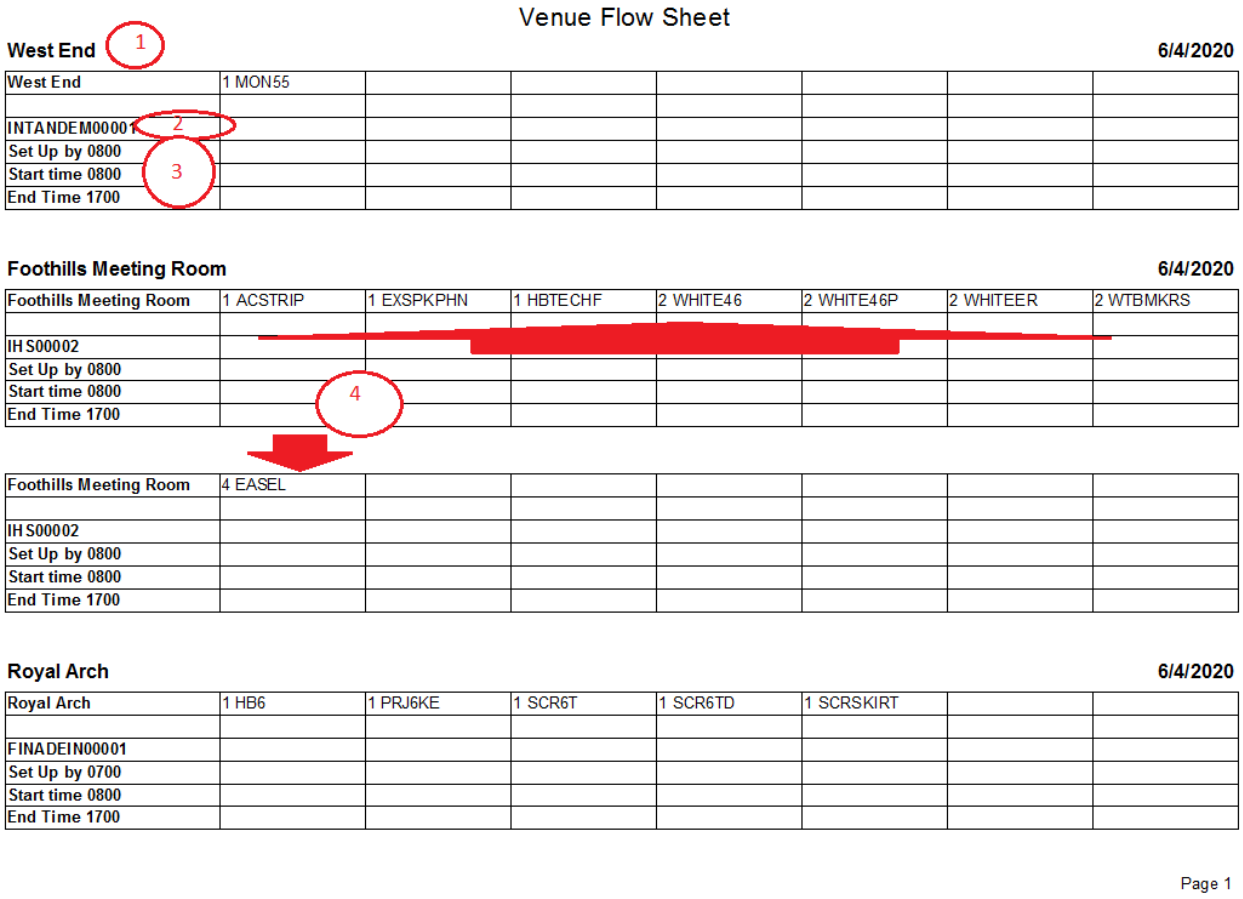
Last Modified on 06/04/2020 2:15 pm EDT

Output Information

The Venue Flow Sheet is used in conjunction with Hotel Master Billing.

The report itemizes:

1. Each venue selected
2. Booking reference/number
3. Product usage timeline (based on setup, show start and end times from calendar tab of booking)
4. Itemized list of products



Venue Flow Sheet

West End 1 **6/4/2020**

West End	1 MON55						
INTANDEM00001 2							
Set Up by 0800							
Start time 0800 3							
End Time 1700							

Foothills Meeting Room **6/4/2020**

Foothills Meeting Room	1 ACSTRIP	1 EXSPKPHN	1 HBTECHF	2 WHITE46	2 WHITE46P	2 WHITEER	2 WTBMKRS
IHS00002							
Set Up by 0800							
Start time 0800							
End Time 1700							

4

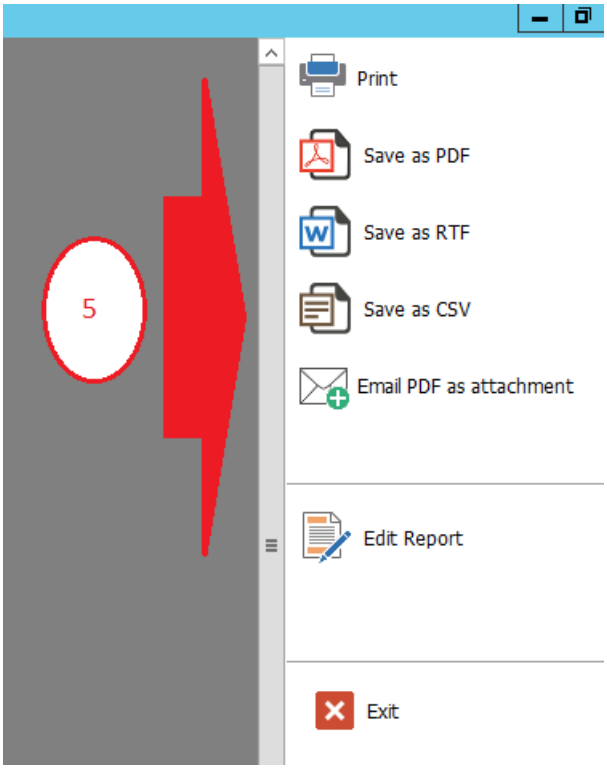
Foothills Meeting Room	4 EASEL						
IHS00002							
Set Up by 0800							
Start time 0800							
End Time 1700							

Royal Arch **6/4/2020**

Royal Arch	1 HB6	1 PRJ6KE	1 SCR6T	1 SCR6TD	1 SCRSKIRT		
FINADEIN00001							
Set Up by 0700							
Start time 0800							
End Time 1700							

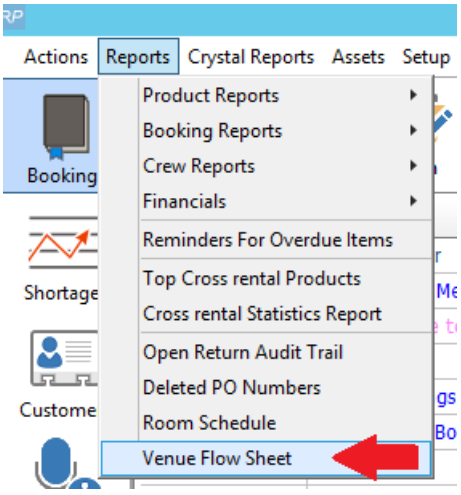
Page 1

Use the print/save options to the right of the screen to print/save your report



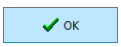
Running the Report

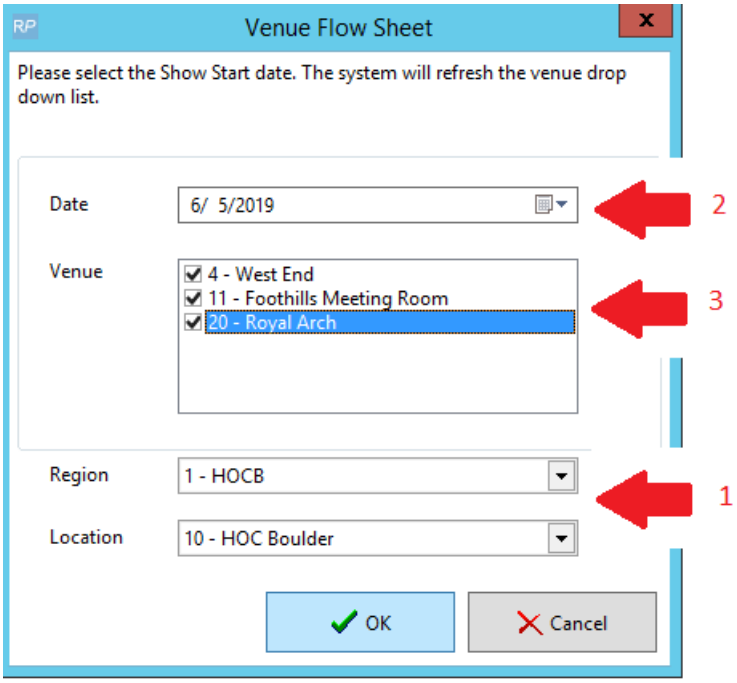
Access the Venue Flow Sheet from the 'Reports' main menu as outlined below



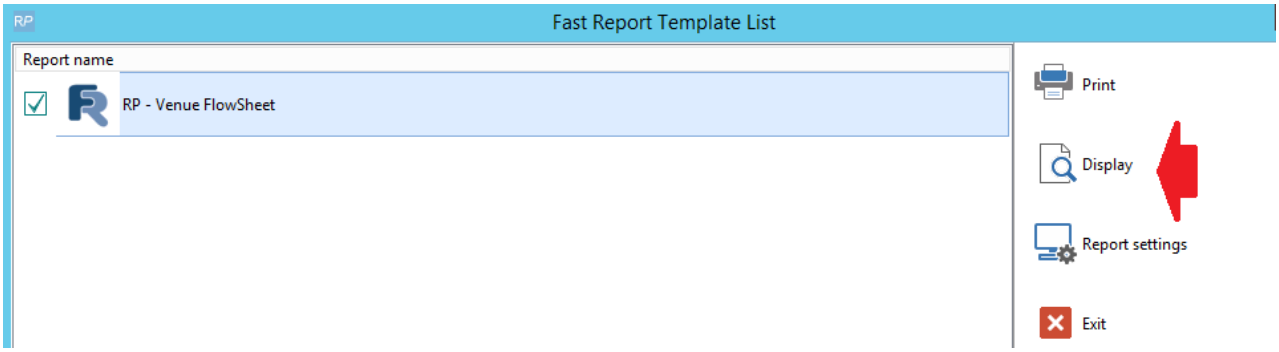
First, ensure the Region & Location are set to the location of the show

Then, enter a show start date to see venues that are booked for that day.

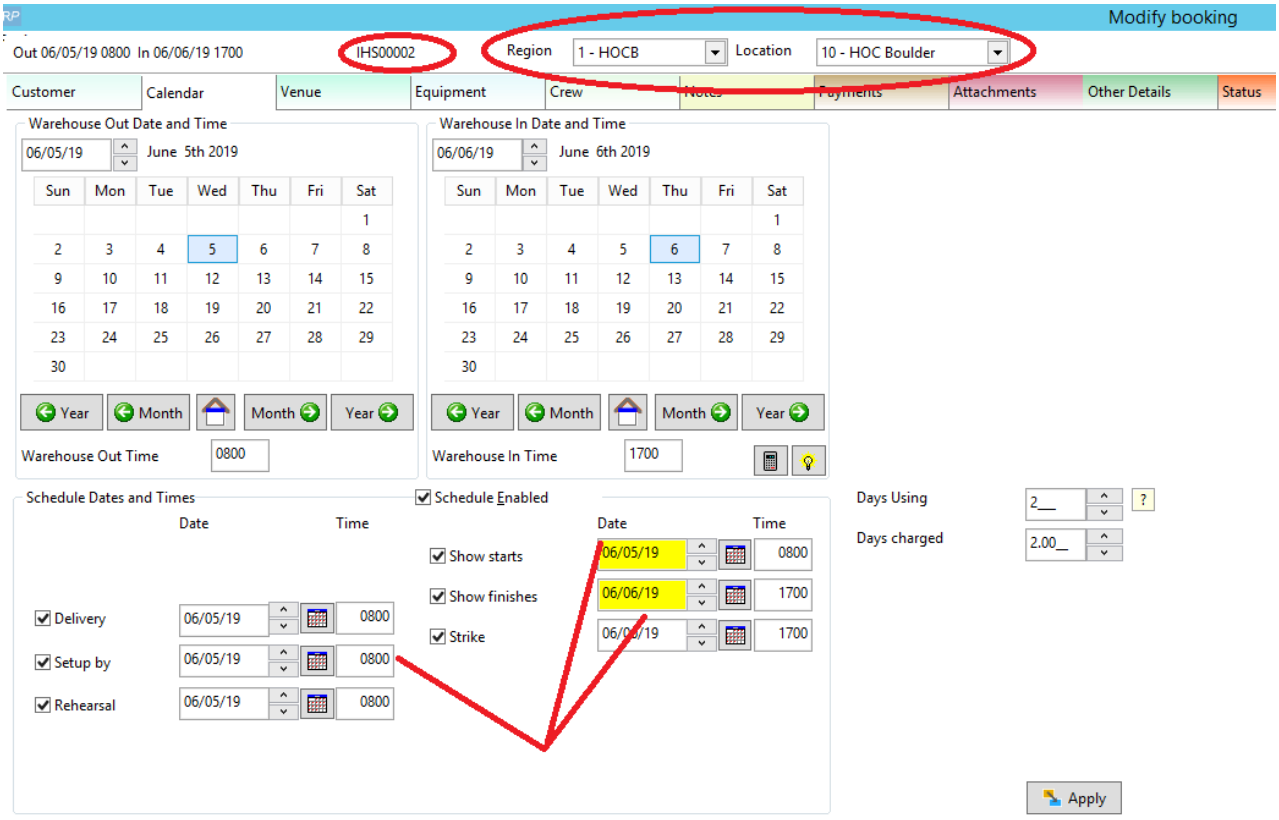
Next, check the box for any/all venues you want to report on and click 

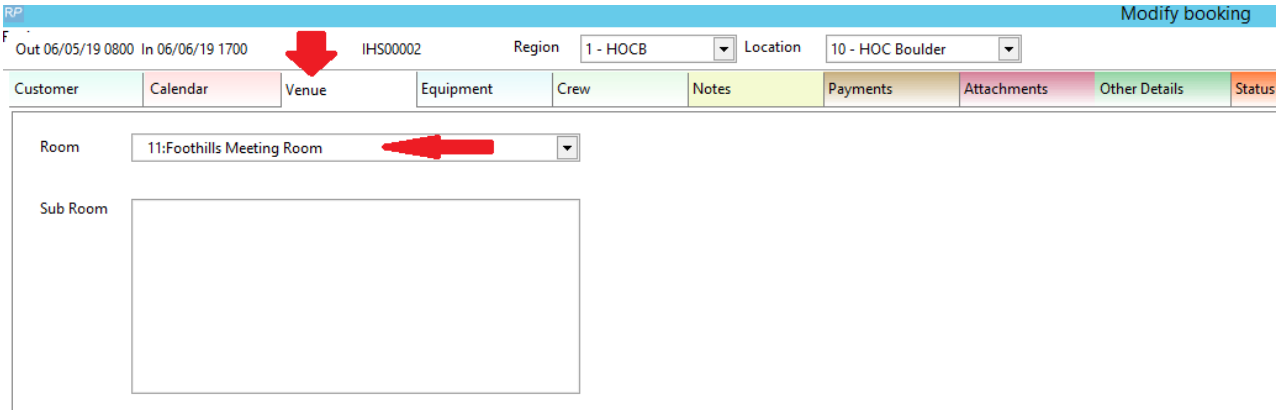


Finally, click on the template you would like to use for your report and click Display



Information Recorded in the Booking


Modify booking
Out 06/05/19 0800 In 06/06/19 1700
IHS00002
Region
1 - HOCB
Location
10 - HOC Boulder
Customer
Calendar
Venue
Equipment
Crew
Notes
Payments
Attachments
Other Details
Status
Warehouse Out Date and Time
06/05/19
June 5th 2019
Warehouse In Date and Time
06/06/19
June 6th 2019
Year
Month
Warehouse Out Time
0800
Warehouse In Time
1700
Schedule Dates and Times
Schedule Enabled
Date
Time
Delivery
Setup by
Rehearsal
Show starts
Show finishes
Strike
Days Using
Days charged
Apply


Modify booking
Out 06/05/19 0800 In 06/06/19 1700
IHS00002
Region
1 - HOCB
Location
10 - HOC Boulder
Customer
Calendar
Venue
Equipment
Crew
Notes
Payments
Attachments
Other Details
Status
Room
11:Foothills Meeting Room
Sub Room