

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						
INTANDEM0000							
Set Up by 0800							
Start time 0800							
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							

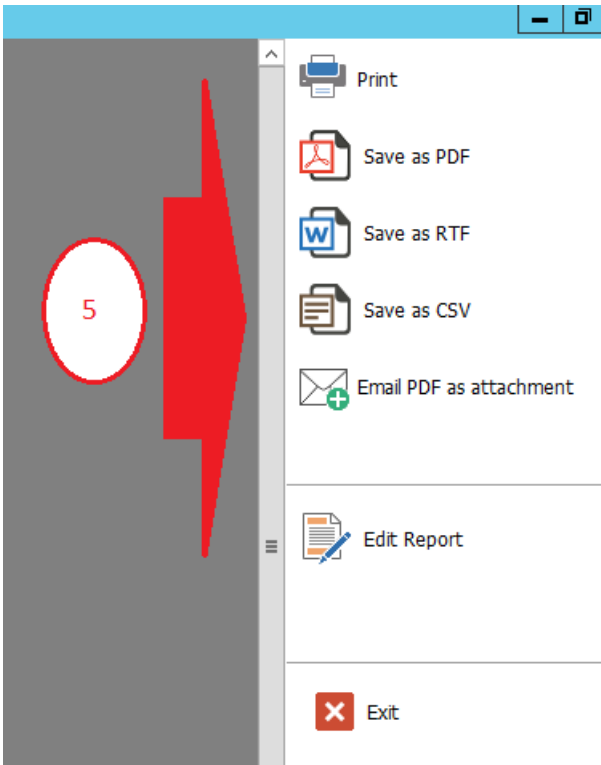


Foothills Meeting Room	4 EASEL						
IHS00002							
Set Up by 0800							
Start time 0800							
End Time 1700							

Royal Arch 6/4/2020

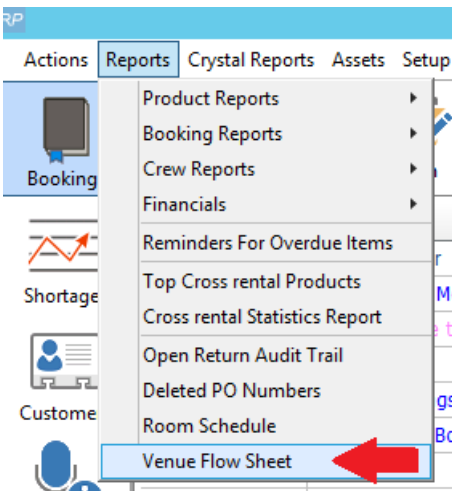
Royal Arch	1 HB6	1 PRJ6KE	1 SCR6T	1 SCR6TD	1 SCRSKIRT		
FINADEIN00001							
Set Up by 0700							
Start time 0800							
End Time 1700							

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

RP Venue Flow Sheet

Please select the Show Start date. The system will refresh the venue drop down list.

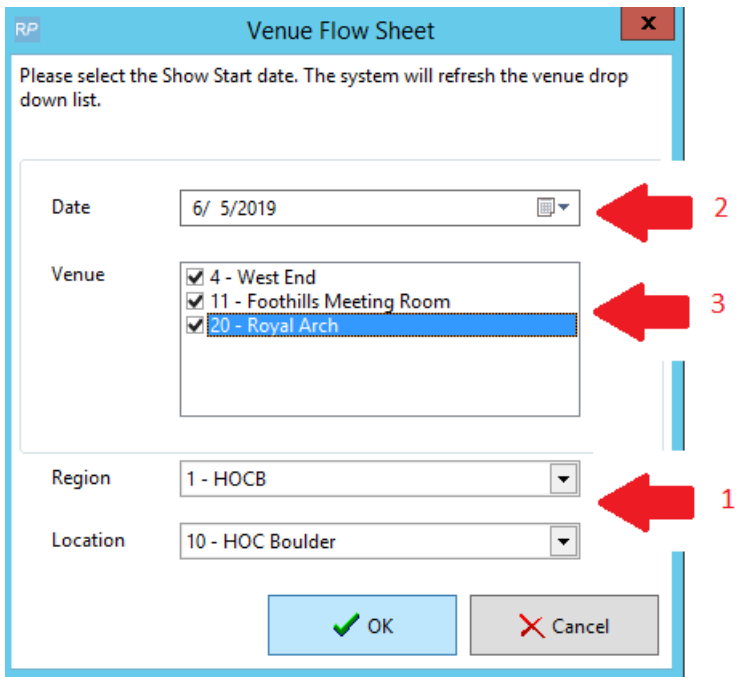
Date: 6/ 5/2019

Venue:
 4 - West End
 11 - Foothills Meeting Room
 20 - Royal Arch

Region: 1 - HO CB

Location: 10 - HOC Boulder

OK Cancel

A screenshot of a software dialog box titled "Venue Flow Sheet". The dialog has a blue header bar with "RP" on the left and a close button on the right. Below the header, there is a message: "Please select the Show Start date. The system will refresh the venue drop down list." The main area contains four input fields: "Date" with a calendar icon and the value "6/ 5/2019"; "Venue" with a list of three items: "4 - West End", "11 - Foothills Meeting Room", and "20 - Royal Arch", all with checked checkboxes; "Region" with a dropdown menu showing "1 - HO CB"; and "Location" with a dropdown menu showing "10 - HOC Boulder". At the bottom are two buttons: "OK" with a green checkmark and "Cancel" with a red X. Three red arrows point to the Date, Venue, and Region fields, with the numbers 2, 3, and 1 respectively.

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

RP Fast Report Template List

Report name

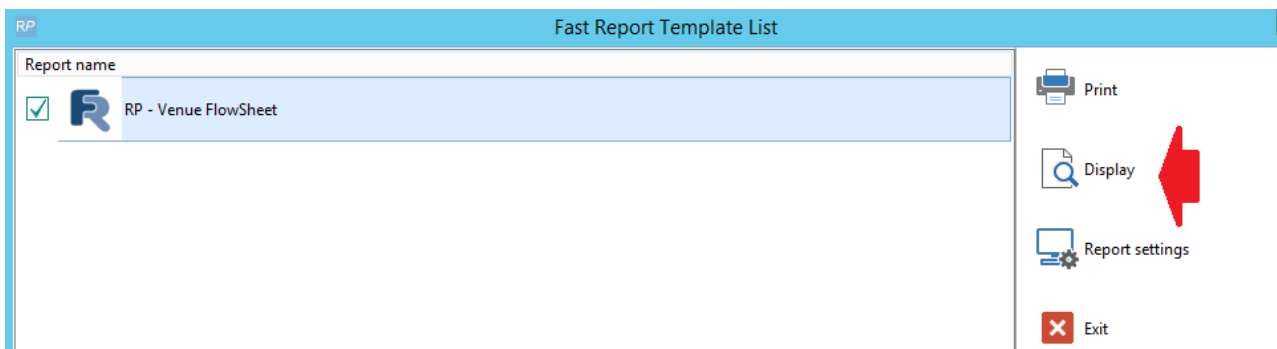
RP - Venue FlowSheet

Print

Display

Report settings

Exit

A screenshot of a software dialog box titled "Fast Report Template List". The dialog has a blue header bar with "RP" on the left and "Fast Report Template List" on the right. Below the header, there is a section for "Report name" with a list of one item: "RP - Venue FlowSheet" with a checked checkbox and a small icon. To the right of the list are four buttons: "Print" with a printer icon, "Display" with a magnifying glass icon, "Report settings" with a gear icon, and "Exit" with a red X icon. A red arrow points to the "Display" button.

Information Recorded in the Booking

RP 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
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Warehouse Out Date and Time

06/05/19 June 5th 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			5	6	7	8
2	3	4				1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Warehouse Out Time: 0800

Warehouse In Date and Time

06/06/19 June 6th 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			5	6	7	8
2	3	4				1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Warehouse In Time: 1700

Schedule Dates and Times Schedule Enabled

	Date	Time
<input checked="" type="checkbox"/> Delivery	06/05/19	0800
<input checked="" type="checkbox"/> Setup by	06/05/19	0800
<input checked="" type="checkbox"/> Rehearsal	06/05/19	0800
<input checked="" type="checkbox"/> Show starts	06/05/19	0800
<input checked="" type="checkbox"/> Show finishes	06/06/19	1700
<input checked="" type="checkbox"/> Strike	06/06/19	1700

Days Using: 2

Days charged: 2.00

RP 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
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Room: 11:Foothills Meeting Room

Sub Room: